

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Mission & Military Regimen of Probation Detention Centers

Policy Number: 213.01

Effective Date: 11/18/2020

Page Number: 1 of 13

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
Level I: All Access

I. Introduction and Summary:

The Georgia Department of Corrections (GDC) will operate Probation Detention Centers and a Probation Boot Camp which provide a highly structured, short-term period of confinement for probationers so sentenced by the courts and/or parolees placed by the Parole Board as a secure alternative to incarceration. Military style discipline and order is required at each Detention Center. The Superintendent will insure that staff maintains standards of military discipline and Detainees receive instructions during orientation as to military standards and protocol.

II. Authority:

- A. O.C.G.A. §§42-8-35.4 and 17-10-1;
- B. GDC Standard Operating Procedures (SOPs): 228.02 Facility/Center Barber/Cosmetology Shops and 209.01 Offender Discipline; and
- C. ACA Standards: 4-ALDF-7D-03, 4-ALDF-2A-27, and 4-ALDF-5A-05.

III. Definitions:

- A. **Detainee** - A probationer sentenced by the courts or a parolee placed by the Parole Board to a short-term secure alternative to incarceration.

IV. Statement of Policy and Applicable Procedures:

- A. Probation Detention Centers meet their mission by achieving the following goals and objectives:
 - 1. To provide:
 - a. Care;
 - b. Custody; and

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Mission & Military Regimen of Probation Detention Centers

Policy Number: 213.01

Effective Date: 11/18/2020

Page Number: 2 of 13

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
Level I: All Access

- c. Control of Detainees at a level consistent with the public risk presented by the population housed.
2. To provide care, custody, control and services to Detainees within the:
 - a. Parameters of legal mandates;
 - b. Departmental requirements;
 - c. Departmental/Divisional policy; and
 - d. Accepted standards of correctional management.
3. To provide appropriate rehabilitative and community re-entry services to Detainees, particularly for those Detainees identified as substance abusers;
4. To provide cost efficient, beneficial Detainee labor to the public through organized work projects;
5. To offer opportunity for:
 - a. Increased Detainee self-discipline;
 - b. Responsibility; and
 - c. Personal and social maturity.
6. Detention Centers shall use military-style management and supervision;
7. To provide an appropriate sanction alternative to incarceration;

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Mission & Military Regimen of Probation Detention Centers

Policy Number: 213.01

Effective Date: 11/18/2020

Page Number: 3 of 13

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
Level I: All Access

8. The Department may designate certain special missions to selected Detention Centers such as, but not limited to:
 - a. Intensive drug treatment; or
 - b. Centers specialized for female Detainees.
9. In such cases, the Center will develop:
 - a. Goals;
 - b. Objectives; and
 - c. Local policies and procedures directed at accomplishing their specialized mission;
10. These locally developed goals, objectives, policies and procedures will be reviewed by the Regional Directors and Division Director;
11. The following generally describes the target population who may best be served by the Probation Detention Center sanctions:
 - a. Detainees who, as determined by the courts and the screening probation officer, need more security and supervision than provided by Community Supervision or a Day Reporting Center;
 - b. Detainees who have minor medical problems that disqualify them from the Probation Boot Camp program;
 - c. Detainees whose age disqualifies them from a Probation Boot Camp;
 - d. Detainees who can benefit from a regimented environment and structured programming;

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Mission & Military Regimen of Probation Detention Centers

Policy Number: 213.01

Effective Date: 11/18/2020

Page Number: 4 of 13

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
Level I: All Access

- e. Detainees who have been previously incarcerated, but otherwise meet criteria; and
- f. Misdemeanor probationers who have failed in other probation programs are appropriate.

B. Military Regimen:

- 1. Introduction to military regimen should begin the moment that a Detainee arrives at the Center;
- 2. Designated staff will ensure that all newly arrived Detainees are instructed in the basic requirements of:
 - a. Marching;
 - b. Attention; and
 - c. Communication.
- 3. When possible, officers who have completed senior drill instructor training will be utilized; and
- 4. Basic standards of military regimen will be described in each Center's Detainee handbook prior to being placed in population.

C. Detainee/Staff Interactions:

- 1. Detainees will be required to treat all staff with courtesy and respect;
- 2. Staff and official visitors will always be addressed by "Mr." And "Ms;"
- 3. Uniformed officers will be addressed by official titles:

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Mission & Military Regimen of Probation Detention Centers

Policy Number: 213.01

Effective Date: 11/18/2020

Page Number: 5 of 13

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
Level I: All Access

- a. Officer;
 - b. Sergeant; or
 - c. Lieutenant.
4. The terms:
- a. "Yes sir";
 - b. "No sir";
 - c. "Yes Ma'am,"; and
 - d. "No Ma'am" shall be required of Detainees when responding to staff or official visitors;
5. Should a Detainee need to question a staff member or official visitor, they will do so in the following manner:
- a. "Sir"; or
 - b. "Ma'am"; Detainee ----- requests permission to speak "Sir", "Ma'am";
6. Detainees will be instructed to begin and end all statements to staff or official visitors with "Sir" or "Ma'am";
7. During counseling or other programs, it is permissible for communication to be less formal;
8. Detainees will be required to follow staff directives as long as such directives are legal and moral;

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Mission & Military Regimen of Probation Detention Centers

Policy Number: 213.01

Effective Date: 11/18/2020

Page Number: 6 of 13

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
Level I: All Access

9. Detainees will be addressed by:
 - a. Their last name; or
 - b. By, "Detainee -----".
10. No first names or nicknames will be used by staff;
11. Staff will not use derogatory terms or profanity in addressing Detainees;
12. Correctional officers who are instructing Detainees will use command voice indicating:
 - a. An attitude of firmness; and
 - b. No nonsense.
13. This is particularly emphasized in situations such as:
 - a. Intake;
 - b. Orientation;
 - c. Drills;
 - d. Inspections; and
 - e. Formally instructing groups or individuals.
14. Other staff such as counselors and teachers who are communicating with Detainees in other circumstances such as:
 - a. Counseling programs; and

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Mission & Military Regimen of Probation Detention Centers

Policy Number: 213.01

Effective Date: 11/18/2020

Page Number: 7 of 13

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
Level I: All Access

- b. Interviews, etc., will utilize methods of communication appropriate to the purpose of the communication.
- 15. Staff shall not become involved on personal or business dealings with Detainees;
- 16. Staff and Detainees will not exchange any item or gift unless specifically authorized by Center policy or by direct approval from the Superintendent;
- 17. When staff or visitors enter:
 - a. A dormitory;
 - b. Work area; or
 - c. Other area where Detainees are present, Detainees will assume the military position of attention and cease talking or other activity.
- 18. This will be maintained until staff instructs:
 - a. "As you were"; or
 - b. "At ease" and activity may resume.
- 19. Detainees will also assume the attention position until instructed by staff to:
 - a. "Be at ease";
 - b. "Parade rest";
 - c. "As you were", etc., during the following situations:
 - i. When reporting to a staff member or while being addressed by a staff member;

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Mission & Military Regimen of Probation Detention Centers

Policy Number: 213.01

Effective Date: 11/18/2020

Page Number: 8 of 13

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
Level I: All Access

- ii. Anytime that work details or other groups are called into formation;
 - iii. When in formation at a staging area during such activities as fire drills, awaiting work to begin or as instructed;
 - iv. When an individual Detainee passes a staff member or any official visitor in a hallway or outside, the Detainee will stop and come to attention if spoken to; and
 - v. Any time a staff member gives the order "attention".
20. Exceptions to the rule of coming to attention, unless specifically ordered by staff, are as follows:
- a. After lights are out and everyone has gone to bed;
 - b. During active participation in outside recreational activity;
 - c. During participation in classroom activity such as:
 - i. Education;
 - ii. Counseling programs; or
 - iii. In the medical area during examination.
 - d. After being seated in the dining hall;
 - e. During visitation while in the visiting area;
 - f. If medically excused;
 - g. During supervised group movement; and

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Mission & Military Regimen of Probation Detention Centers

Policy Number: 213.01

Effective Date: 11/18/2020

Page Number: 9 of 13

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
Level I: All Access

h. Night workers sleeping during their designated sleep hours.

21. Detainee will assume the position of "parade rest":

- a. During unsupervised group movement when the group comes to a stop; and
- b. Anytime a staff member gives the order "parade rest".

D. Detainee Dress and Appearance:

- 1. Detainees will be in compliance with hair and facial hair directives outlined in the Detainee Handbook;
- 2. Detainees will be required to be properly uniformed before leaving their living unit unless they are specifically leaving to participate in recreation activities;
- 3. If leaving for recreation activities, the Detainee may be dressed:
 - a. In shorts;
 - b. Gym shoes (black issue boots if Detainee does not have gym shoes);
 - c. Socks;
 - d. T-shirt; or
 - e. Other approved shirt or top.
- 4. Otherwise, the Detainee will be dressed in the authorized uniform as follows:
 - a. The collar of the jump suit will be turned down;

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Mission & Military Regimen of Probation Detention Centers

Policy Number: 213.01

Effective Date: 11/18/2020

Page Number: 10 of 13

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
Level I: All Access

- b. The jump suit will be buttoned (or zipped) with the exception of the collar which may be left opened;
- c. Shoes and socks will be worn;
- d. Shoes will be laced and tied. (Gym shoes may be worn as locally authorized);
- e. An approved or issued sweatshirt or T-shirt may be worn under the jump suit as locally authorized;
- f. Underwear will be worn;
- g. The standard issue jacket may be worn as temperature demands;
- h. Jackets may not be worn during visitation;
- i. Caps are to be worn outside only.
- j. Food service personnel, however, are required to wear head gear while on their job;
- k. Caps are to be worn properly;
- l. The bill of the cap will be worn to the front and parallel to the ground; and
- m. The Center may require that Detainees wear their ID card or have it in their possession.

E. Detainee Movement:

- 1. All group movement will be accomplished in formation;

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Mission & Military Regimen of Probation Detention Centers

Policy Number: 213.01

Effective Date: 11/18/2020

Page Number: 11 of 13

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
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2. When groups of Detainees are moving within the Center, they will move in single file along the right side of the hall;
3. The file will be within arms-length of the wall;
4. Outside the Center, Detainees will move in formation to their destination;
5. No talking will be allowed during movement unless a Detainee (or Detainees) is addressed by staff;
6. Further, the group will proceed directly to its destination unless otherwise instructed by staff;
7. No breaking in line or running will be allowed;
8. A Detainee may request assistance by raising his/her hand;
9. Individual Detainees will walk along the right side of the hall when moving within the Center;
10. They will proceed directly to their approved destination in or outside the Center and will not stop along the way unless directed to do so by staff;
11. Staff will approve Detainee movement within the Center in keeping with the Center's Detainee accountability procedures;
12. There will be no talking or movement during such activities as counts unless a Detainee (s) is addressed by staff;
13. Outside the building, Detainees will be placed in formation when:
 - a. Awaiting the beginning or work or other activity;

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Mission & Military Regimen of Probation Detention Centers

Policy Number: 213.01

Effective Date: 11/18/2020

Page Number: 12 of 13

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
Level I: All Access

- b. Awaiting instructions;
- c. When at staging areas; or
- d. As instructed by staff.

F. Dining Hall Procedures:

1. Detainees will be moved in formation to the dining hall by a staff member;
2. There will be no talking while in line to receive the meal tray unless a Detainee (s) is addressed by staff;
3. A single file line will be maintained;
4. No breaking in line will be allowed;
5. After receiving a meal tray, Detainees will be:
 - a. Directed to a table;
 - b. Place their tray on the table; and
 - c. Stand at attention until the supervising staff member orders them to be seated;
6. After seating, sufficient time will be allocated to allow consumption of the meal;
7. No talking is allowed;
8. Should a Detainee need assistance during a meal, they will be instructed to raise their hand;

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Mission & Military Regimen of Probation Detention Centers

Policy Number: 213.01

Effective Date: 11/18/2020

Page Number: 13 of 13

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
Level I: All Access

9. A staff member who is monitoring the dining hall will inquire as to the Detainee's concerns;
10. Upon completion of the meal, Detainees will:
 - a. Remain seated;
 - b. The staff member monitoring the dining hall will announce the end of the meal period; and
 - c. Direct all Detainees to return their meal tray and dining implements to the proper location;
11. This will be accomplished in a predetermined and orderly fashion;
12. After the meal tray is returned, Detainees will:
 - a. Proceed directly to the hallway;
 - b. Form a single line; and
 - c. Stand at attention;
13. When all Detainees have exited the dining hall and joined the line, the supervising staff member will move the Detainees to the dormitory or other approved destination.

V. Attachments: None.

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