

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: POLICY & EXECUTIVE PROCEDURE/LEGAL OFFICE	Reference Number: IG01-0003	Revises Previous Effective Date:
Subject: AWARENESS PROCEDURES AND TRAINING REGARDING ...SEXUAL CONTACT WITH SENTENCED FEMALES		9/01/01
Authority: Ferrero/Amideo	Effective Date: 4/15/04	Page 1 of 5

I. POLICY:

- A. The Department of Corrections prohibits sexual contact, sexual abuse, or sexual harassment of sentenced females. Any person who engages in sexual contact, sexual abuse, or sexual harassment with sentenced females may be terminated, barred from the facility, and/or prosecuted.

- B. It is the policy of the Department of Corrections that all Department employees, all employees of Georgia Correctional Industries and its agents, and all representatives of businesses who have contact with sentenced females housed by the Georgia Department of Corrections, will read and understand this procedure. Individuals who have unsupervised contact with sentenced females must have the necessary training and/or will sign the appropriate acknowledgement statement reflecting their knowledge of the Department's policy.

II. APPLICABILITY:

All employees (full-time, part-time, permanent, temporary) of the Department, Georgia Correctional Industries, on-site contractors, volunteers, and vendors who have contact with sentenced females housed by the Georgia Department of Corrections.

III. RELATED DIRECTIVES:

NONE

IV. DEFINITIONS:

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NONE

V. ATTACHMENTS:

- Attachment 1 - Acknowledgement Form
- Attachment 2 - Letter from Medical Administrator
- Attachment 3 - Acknowledgement Form for Volunteers

VI. PROCEDURE:

A.

1. The following individuals will sign Acknowledgement Form #1, attached hereto as Attachment #1: All departmental and Georgia Correctional Industries employees (full-time, part-time, temporary, permanent), on-site contractors, vendors or employees of other agencies with any supervisory responsibility for sentenced females if the employee will come into unsupervised contact with sentenced females.
2. Volunteers for the Department will sign the Acknowledgement Form for Volunteers (see attachment 3).
3. All representatives of private businesses, other state agencies, or any other person authorized to conduct business within the facility (including but not limited to truck drivers, construction workers, vendors, carriers, repair persons, delivery persons, and salesmen) will not need to sign any acknowledgement if they are to be personally and continuously escorted by facility personnel while they are within the guard lines of the facility or in areas where sentenced females are located. However, all such persons will be made aware of this SOP.
 - a. Each person will be required to log in and wear a visitor's pass while at the facility. The policy of the Georgia Department of Corrections regarding sexual contact with sentenced females

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will be brought to the attention of each person at the time the pass is issued..

- b. Except in emergency situations (e.g. fires requiring outside assistance and other life threatening situations requiring extremely rapid response), persons not to be personally and continuously escorted by facility personnel while they are within the guard lines of the facility or in areas where sentenced females are located, must sign Acknowledgement Form #1 (Attachment #1).
4. The Office of Health Services will ensure that all **outside** providers of medical services for sentenced females will read and understand the Department SOP prohibiting sexual contact with sentenced females. Documentation of understanding of said SOP will be evidenced by the signature of the individual providing services, and/or the Medical Administrator of the medical care giver providing services, (using the form enclosed as Attachment #2). In the case of an outside care giver, the Medical Administrator will ensure, by his/her signature, that all staff representing the outside medical care giver who come in contact with sentenced females have read and understood the SOP.
- B. Training: This SOP requires that all affected employees understand the Department's policy regarding contact with sentenced females. The following training is mandatory:
1. All effected employees of the Department of Corrections will be trained on the policies, procedures, and law applicable to sexual contact with sentenced females. All employees who may come in unsupervised contact with sentenced females will receive the block of instruction entitled "Sexual Contact, Abuse and Harassment" upon hiring.
 2. The Director of Training, or designee, will approve the block of instruction.
 3. The Director of Training, or designee, will develop a training delivery plan that will ensure the

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delivery of the above referenced block of instruction to all persons referred to in subparagraphs VI. A 1. and 2., above, who are required to sign the Acknowledgement Form. (The use of a supplemental training video in the case of representatives of businesses and other agencies will be optional.)

4. The Appointing Authority will be responsible for ensuring that all necessary persons receive the required training as soon as possible.
5. The facility trainer or the specially trained employee in the case of centers, regional office staff and central office staff, will be responsible for:
 - a. Scheduling the orientation programs;
 - b. Notifying the facility/center administrator of the training schedule;
 - c. Coordinating the training program;
 - d. Documenting the training program;
 - e. Delivering the signed statement to the appropriate personnel officer;
 - f. Notifying the Appointing Authority of any employee who fails to complete the "Sexual Contact, Abuse and Harassment" block of instruction.
6. The Director of Training will ensure that the block of instruction entitled "Sexual Contact, Abuse and Harassment" is included in the Pre-Service Orientation program.
7. The Director of Training will ensure that a block of instruction entitled "Sexual Harassment, Contact, and Abuse" is included in the annual in-service training program for all state facilities and centers housing sentenced females.

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8. Volunteers, who come into contact with sentenced females, will receive training concerning sexual misconduct, sexual abuse and sexual harassment through the Risk Reduction Section. All curriculum will be approved by the Director of Training and delivered by employees authorized by the Director of Risk Reduction.

C. Training Documentation:

1. Employee training records will be maintained locally/regionally.
2. Non-employee training documentation will be maintained in the form of paper based rosters.

VII. RETENTION SCHEDULE:

Attachments 1 & 3 will be placed in the Employee's Personnel File once completed and be retained permanently as part of the file.

Attachment 2 will be maintained by the Office of Health Services.