

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: POLICY & EXECUTIVE PROCEDURE/LEGAL OFFICE	Reference Number: IG01-0005	Revises Previous Effective Date:
Subject: CONTACTS CONCERNING INMATES		NEW
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I. POLICY:

It is the policy of the Georgia Department of Correction for all personnel to document, in accordance with O.C.G.A § 42-5-13 and 125-2-1-.01, a contact by any person(s) (other than the inmate) requesting the transfer of an inmate from one facility to another or to affect a change of status and assignment of the inmate within the facility.

II. APPLICABILITY:

All personnel operating under the jurisdiction of the Georgia Board of Corrections to include state prisons, county correctional institutions, centers, offices and private prisons.

III. RELATED DIRECTIVES:

- A. O.C.G.A.: § 42-5-13
- B. G.D.C. Board Rules: 125-2-1-.01
- C. GDC-SOPs: IL01-0001, IIA07-0002

IV. DEFINITIONS:

- A. **Contact (ed):** Communicated with by any means including, but not limited to, speaking by telephone, mail, e-mail, facsimile, or in person.
- B. **Inmate:** For the purposes of this procedure any offender housed in a facility under the jurisdiction of the Georgia Board of Corrections. This includes public and private prisons, county correctional institutions, transitional centers, diversion centers, detention

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centers, revocation centers, boot camps, and substance abuse treatment centers.

V. ATTACHMENTS:

Attachment 1 - O.C.G.A. § 42-5-13 Contact Form

VI. PROCEDURE:

- A. Any employee who is contacted by any person (other than the inmate) requesting any action to transfer an inmate from one facility to another or to affect the status and assignment of an inmate within the facility must record such request on the O.C.G.A. § 42-5-13 Contact Form (see attachment 1). If the matter is forwarded to other employee(s) for response or action, the Contact Form shall be forwarded to such employee(s) for completion.
- B. The O.C.G.A. § 42-5-13 Contact Form (attachment 1) has a space for listing those individuals who have requested an inmate transfer or a change in status and assignment. Only those individuals making such a request will be listed on the form and posted on the Department's public website. Hence, requests received from third party citizens, legislators, the Attorney General, Lt. Governor or Governor, for example, which do not contain such request for action by the third party making contact, will list the original person making the request as the requesting person. If the third party making the contact also requests the action, then both the third party and the originator of the request will be listed on the O.C.G.A. § 42-5-13 Contact Form (attachment 1)
- C. Upon completion of Departmental action or response to the contact, the Contact Form shall immediately be forwarded to a designated agent for posting on the Department's Public Website.
- D. Any documentation of the request will be attached to the O.C.G.A. § 42-5-13 Contact Form (attachment 1) which will then be forwarded for inclusion in the inmate's institutional administrative file (if posted by field staff) or in the inmate's central office administrative file (if posted by central office staff).

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E. Questions regarding requirements and interpretation of this procedure will be made to the Department's Legal Office.

VII. RETENTION SCHEDULE:

Attachment 1 - The retention of the documents placed in the institutional/central office administrative file will be in accordance with the respective schedule governing that file.