

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: Facility Operations	Reference Number: IIC05-0003	Revises Previous Effective Date: 6/01/2005
Subject: County Facility Placement		
Authority: Donald/DePetro	Effective Date: 6/01/08	Page 1 of 4

I. POLICY:

Inmates assigned to the Georgia Department of Corrections may be transferred from a state facility or private facility to a county facility to serve the remainder or any portion of their prison sentence. This assignment shall be based on rules established by the Board of Corrections, the Georgia Department of Corrections and County Facility Directors. The selection of inmates for county facility placement shall be based on standard criteria. This procedure will establish guidelines for the transferring of inmates from state or private facilities to county facilities to meet administrative, work or security needs.

II. APPLICABILITY:

All state and county facilities, private facilities, Inmate Boot Camps, and Offender Administration.

III. RELATED DIRECTIVES:

- A. Board Rules: 125-2-4-18 and 125-1-1-.08.
- B. GDC SOPs: IIC02-0002, IIC02-0003, IIC05-0001.

IV. DEFINITIONS:

NONE.

V. ATTACHMENTS:

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See GDC SOP IIC05-0001 for Institutional Transfer Recommendation Form.

VI. PROCEDURE:

County facilities are generally considered work camps. Inmates assigned to these work camps should at a minimum meet the following criteria:

A. SELECTION CRITERIA FOR COUNTY PLACEMENT:

1. Security level shall be medium or below.
2. Inmates should have no history of escape from a closed facility within the last five (5) years.
3. Inmates serving with a crime of violence should not have more than one prior incarceration for violence and no high or greatest facility disciplinary report for violent acts within the last twelve (12) months.
4. Inmates should not be assigned to their county of conviction.
5. Detainers, Special Notifications, or Pending Charges:
 - a. No Immigration Detainers.
 - b. No Active Detainers, Special Notifications, or pending charges of a violent nature. The Offender Classification section of the Corrections Division will consider all other pending charges.
6. Inmates must have ninety (90) days clear conduct with no more than three high level disciplinary reports in the last year if being transferred from a state facility.

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7. An inmate should not have more than thirteen (13) years left on his sentence before tentative parole month (TPM) or maximum release date.
8. Life sentence for substance abuse may be considered if the inmate has made good facility adjustment and meets security level requirements. (No excessive fines i.e. \$500,000.00 or more).
9. Generally, sex offenders will not be assigned to county facilities. **Statutory Rape will be reviewed by the Classification section of the Corrections Division on a case by case basis.
10. Inmates shall have no major limitations.
11. Ex-government employees, especially law enforcement, can be reviewed on a case by case basis but are not desirable for county facilities.
12. Special consideration should be given to inmates who are:
 - a. Tractor drivers, Cooks, Heavy Equipment Operators, Electricians, Plumbers and Barbers.
 - b. Interested in being trained to operate equipment.
 - c. Skilled in building construction or road construction.
 - d. Licensed class IV or V dump truck drivers.

B. THE REFERRAL PROCESS:

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1. Routine Transfers from State or Private Facilities: Routine transfer requests from state or private facilities should generally be made only after the inmate has been assigned to a facility for a minimum of six (6) months. The inmate must have presented a proven ability to adjust to the prison setting. If approved by the facility Classification Committee, the request for transfer should be entered in the Offender Tracking Information System (OTIS) under (#25) county eligible. When entering the request for transfer, inmate skill and most recent work assignment should be listed. Offender Classification will review the appropriate records and make a final decision regarding the request and transfer to a county facility.
2. Central Office Transfers: Inmates may be transferred directly from a Diagnostic Center to a county facility after completing the diagnostic process. In addition, the classification section of Corrections Division may reassign an inmate from a state or private facility to a county facility at any time based on administrative needs. These inmates may be selected from an overall listing of medium and minimum security inmates who are county eligible based on the criteria outlined in this procedure.
3. Inmate Request: Inmates assigned to a state or private facility may request transfer to a county facility based on his/her good behavior by making his request to his assigned facility counselor. This request will be processed using the procedure outlined in section B.

C. FINAL APPROVAL:

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All recommendations are subject to final approval
by Central Office staff.