

Georgia Department of Corrections

Offender Orientation Checklist

Name: _____ GDC #: _____

Date of Arrival: _____ Date of Orientation: _____

Category

Offender Initial

Expectation Staff has of Inmate	
Delineation of Staff Roles and Access Procedures	
Offender Rights, Right To Know, Privileges, and Responsibilities	
Classification, Disciplinary, and Grievance Process	
Work Assignment	
Program Availability (e.g. Health Services, Academic, Library Vocational	
Counseling, Recreational, Religious Services, etc.	
Distribution of the Facility Handbook	
Oral Review of Rules, Regulations, and Departmental Procedure	
Discussion of Access Procedures To Counselors, Sick Call, etc.	
Distribution of Visitation and Telephone Call Forms	
Assistance with obtaining Birth Certificate and SS Card	
Fire Safety	
Viewed COLA video on Legal Assistance	
Viewed Electronic Monitoring Video	
Viewed AIDS Video	
Sexual Abuse, Harassment and Contract Training for Sentenced Females	
Viewed PREA – Prison Rape Elimination Act Video	

Acknowledgement:

I, Offender _____ GDC#: _____
 Have been given a formal orientation to _____, I
 have been given the opportunity to ask questions, I understand them and will
 be held accountable for any violations.

Offender Signature: _____ Date: _____

Orientation Counselor: _____ Date: _____