

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Orientation		
Policy Number: 220.04	Effective Date: 10/30/17	Page Number: 1 of 4
Authority: Commissioner	Originating Division: Inmate Services Division	Access Listing: Level I: All Access

I. Introduction and Summary: All offenders will be provided a formal orientation upon intake and admission to all Georgia Department of Corrections (GDC) facilities. All offenders will undergo a thorough screening and assessment, at the time of admission or transfer, and receive a thorough orientation to the facility's procedures, rules, programs and services.

III. Authority:

A. GDC Rules and Regulations: 125-3-2-.02;

B. GDC Standard Operating Procedures (SOPs): 210.04 Inmate-Probation Boot Camp Rights and Standards, 213.04 Detainee Orientation and Handbook, and 212.01 Pre-Admission Orientation; and

C. ACA Standards: 2-CO-3C-01, 4-4281-1, 4-4288, 4-4290, 4-4292, 4-4499, 4-4095, and 4-4499.

IV. Definitions:

PRISON RAPE ELIMINATION ACT (PREA) - was established to support the prevention and elimination of sexual assault in U.S. correctional agencies. PREA addresses both inmate sexual assault and staff to inmate sexual assault. This federal law applies to all public and private institutions that house adult and juvenile offenders and is also relevant to community-based agencies.

V. Statement of Policy and Applicable Procedures:

Each permanent facility will develop an Admissions and Orientation (A&O) process to ensure that, upon assignment, all offenders receive formal orientation to the facility in accordance with the following guidelines:

A. Staff Responsibilities:

1. The Deputy Warden of Care and Treatment/Assistant Superintendent will be responsible for the development and oversight of the A&O process and will assign a member of the Counseling staff to the day-to-day operation.
2. The A&O Counselor will screen the institutional file and SCRIBE for each assigned offender within seventy-two (72) hours of arrival to identify any

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special needs that require the attention of staff. Referrals will be made to appropriate staff/departments upon discovery of such needs.

3. Offenders will be given information via the offender handbook regarding the governance of visitation within 24 hours after the arrival to the facility. The handbook will include the following information at a minimum: facility address/phone number; directions to the facility and information about local transportation; days and hours of visitation; approved dress code and identification requirements for visitors; items authorized in visitation; special rules for children; authorized items that visitors may bring to give to the offender (for example funds, pictures) and special visitation procedure.
4. The A&O Counselor will provide case management and other counseling services, as needed, to all A&O offenders until assignment is made to a “permanent” counselor. It is the responsibility of the Classification Committee to ensure that all offenders are assigned to a permanent counselor within the seven (7) days of arrival to their permanent facility.

B. Offender Orientation Guidelines:

1. Offender Orientation sessions will be conducted within seven working days of an offender’s arrival.
2. Orientation sessions will, minimally, include:
 - a. GDC Rules and Regulations;
 - b. Facility Rules and Regulations/Procedures;
 - c. Facility Departments - staff responsibilities;
 - d. Access to programs and services;
 - e. Classification, Disciplinary, and Grievance Procedures;

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- f. Offender Rights:
 - i) Right to Know;
 - ii) PREA; and
 - iii) Legal Library;
 - g. Offender Privileges;
 - h. Assistance with Social Security and Birth; Certificate Applications;
 - i. A medical, dental and mental health screening (if applicable)
 - j. Personal hygiene-offenders will trim and maintain head and facial hair in a clean and neat manner and not endanger safety or security, ensure hair length meets safety, health, and OSHA guidelines related to specific job assignments, e.g., industries and food services; ensure fingernails are kept at a length that does not present safety or security concerns; require offenders to shower; afford the opportunity for offenders to shower at least three times per week or daily; offenders with specific job assignments, e.g., food, medical, or industrial services, adhere to a daily showering schedule;
 - k. Assistance to offenders in notifying their next of kin and families of admission to facility;
 - l. Program and Treatment Completion Certificate; and
 - m. All other items on Orientation Checklist.
3. Staff representatives from each Department in the facility will participate in the development of the Offender Orientation to ensure that a complete overview of the facility's operation is included.

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4. The Facility Handbook will be distributed to each offender during the initial offender orientation session. New offenders will receive new orientation materials and or translations in their own language. Facility management will review and update the handbook annually to ensure accuracy and completeness.
5. The A&O counselor will provide offenders with literacy issues the assistance needed for understanding of the documents.
6. Each offender shall be given a Program and Treatment Completion brochure.
7. Offenders that are new assigned to segregation within the time frame of the orientation process will be provided with the information in written format.
8. Each offender will sign Attachment 1, Offender Orientation Checklist at the conclusion of the orientation session. The checklist will be filed in the offender's institutional file and retained in accordance with the retention schedule for the file.

VI. Attachments:

Attachment 1 - Orientation Checklist

- VII. Record Retention of Forms Relevant to this Policy:** Upon completion, Attachment 1 shall be placed in the offender file and retained per the official retention schedule for that file.