

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b>		
Standard Operating Procedures		
<b>Functional Area:</b> Corrections Division / Facilities Operations	<b>Reference Number:</b> IIA01-0003 (201.02)	<b>Revises Previous Effective Date:</b>
<b>Subject:</b> Transfer of Inmate/ Probationer Trust Funds		09/01/04
<b>Authority:</b> Bryson / Jacobs	<b>Effective Date:</b> 04/17/15	Page <b>1</b> of <b>2</b>

**I. POLICY:**

- A. When an inmate/probationer is transferred to another facility/center, the inmate's/probationer's funds shall be transferred to the receiving facility/center.
- B. When an inmate/probationer is admitted for a prolonged stay to Central State Hospital, A.S.M.P. or moved on temporary status to another facility/center, the inmate's/probationer's funds shall be transferred to the receiving hospital or facility/center. If he/she is released from CSH, A.S.M.P. or temporary status at another facility/center to a facility/center, CSH, A.S.M.P. or the losing facility/center shall forward his/her funds to the receiving facility/center.

**II. APPLICABILITY:**

Prisons, Probation Detention Centers, Probation Boot Camps and Transitional Centers.

**III. RELATED DIRECTIVES:**

- A. ACA Standards: 3-4044.
- B. Central State Hospital: 4.13.

**IV. DEFINITIONS:**

NONE.

**V. ATTACHMENTS:**

NONE.

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**VI. PROCEDURE:**

- A. When an inmate/probationer is permanently transferred to another facility/center, the inmate's/probationer's funds shall be forwarded by the business office of the losing facility/center to the business office of the gaining facility/center within three business days.
- B. When an inmate/probationer is admitted for treatment to Central State Hospital or A.S.M.P. or moved on temporary assignment to another facility/center, he/she shall have access to their store funds.
1. Transfers or Temporary Assignment: Upon notification that an inmate/probationer has been officially admitted to CSH, A.S.M.P. or moved on temporary status to another facility/center (for 20 or more business days), the facility/center business office shall prepare a check for the balance of the inmate's/probationer's store account. Within five working days, the check shall be sent to the gaining facility/center or the address listed below for CSH:  
  
Forensic Services Division  
  
Central State Hospital  
  
Milledgeville, Georgia, 31062-9989
  2. Transfer from CSH, A.S.M.P. or temporary status, the losing hospital or facility/center shall prepare a check for the balance of his/her funds and send it to the receiving facility/center. The check should be forwarded to the facility/center within five working days of the inmate's/probationer's arrival.
- C. Official Transfers: All notifications of inmate/probationer admission or discharge from CSH or A.S.M.P. shall originate in Offender Administration in Atlanta (not applicable to Probation Detention Centers or Probation Boot Camps).