

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Corrections Division / Facilities Operations	Reference Number: IIA01-0008 (201.03)	Revises Previous Effective Date: 09/01/04
Subject: Discharge Gratuities		
Authority: Bryson / Jacobs	Effective Date: 04/17/15	Page 1 of 3

I. POLICY:

- A. Under the laws of Georgia, the Department of Corrections is required to provide certain gratuities to eligible inmates at release (O.C.G.A. 42-5-61, Ga. L. 1956, p. 161 par. 21; Ga. L. 1969, p. 600 par. 1; Ga. L. 1972, p. 602, par. 1; Ga. L. 1973, P. 542, par. 1).
- B. The department will provide gratuities to eligible inmates at release as required by statute.

II. APPLICABILITY:

Prisons, Transitional Centers and Private Prisons.

III. RELATED DIRECTIVES:

- A. GDC Rules: 125-2-4-.19.
- B. ACA Standards: 3-4031.

IV. DEFINITIONS:

NONE.

V. ATTACHMENTS:

NONE.

VI. PROCEDURE:

- A. Gratuity payments are made to State inmates who are lawfully released from any facility under the jurisdiction of the Georgia Department of Corrections. Inmates released from county jails may also receive gratuity payments if through normal procedures they would have become State inmates in GDC custody. Payments are

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set by statute and may be periodically amended. These payments are made upon discharge or completion of sentence or by clemency action by the State Board of Pardons and Paroles.

B. Gratuity is not paid:

1. To an inmate who has participated in a work release program unless it is determined that he/she has extraordinary financial needs as established to the satisfaction of the Commissioner of the Georgia Department of Corrections.
2. To a felony inmate who is released to a Sheriff or a United States Marshall on a detainer to serve a sentence already imposed or to stand trial on pending charges, or who is released to county authorities on a detainer to serve a county sentence, unless the inmate qualifies under the terms of Ga. L. 1972, p.582, pertaining to the transfer of an inmate to serve a concurrent State and Federal sentence or qualifies under Ga. L. 1972, p. 582, pertaining to the Interstate Corrections Compact.

C. Gratuity checks are produced by staff of the Releases and Agreements Section after the release review for each case is complete. The actual printing of checks is automated through use of pending release data recorded in the Offender Tracking Information System (OTIS).

1. These checks, produced on as needed basis, are mailed with other release documents to the facility/jail where the inmate is located. Should a release be cancelled after distribution of the documents, the complete package is to be returned to the Releases and Agreements Section for processing.
2. For each check run, a report (OR 3610, Current Check Register) is produced listing each check printed, handwritten or mutilated to assist in accounting for each one. Four copies of this report are distributed to the Accounting Section (1), the Classification

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Section (1), and the Releases and Agreements Section (2).

3. When a check is cancelled, the status is updated on the check record. A monthly report (OR3650, Void Register) listing these types of checks is provided to the Accounting Section. A second monthly report (OR 3625, Check Register), provided to the Accounting Section, lists each 'normal', handwritten, or mutilated status check for the report month. The data provided on the two monthly reports assures that the disposition of each check is recorded.
- D. The releasing facility is responsible for providing the remainder of release gratuities, i.e., transportation and clothing.
1. These costs are documented on a Field Purchase Order and are submitted to the Facilities Division Business office along with copies of invoices and receiving reports.
 2. The Business Office manager approves and signs the Field Purchase Order, maintains a file copy, posts data in ledgers (BOLTS) and forwards package to the Accounting Section for payment.