

| <b>GEORGIA DEPARTMENT OF CORRECTIONS</b>                         |  |  |
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| Standard Operating Procedures                                    |  |  |
| <b>Functional Area:</b><br>Facilities Operations                 | <b>Reference Number:</b><br>IIB01-0015<br>(207.05) | <b>Revises<br/>Previous<br/>Effective Date:</b><br><br>3/01/2005 |
| <b>Subject:</b><br>Providing Assistance for<br>Local Governments |  |  |
| <b>Authority:</b><br>Bryson/Jacobs                               | <b>Effective Date:</b><br>04/22/15                 | Page 1 of<br><br>2   |

**I. POLICY:**

The Warden or Superintendent, upon approval by the Commissioner or the Director, Corrections Division, may authorize the facility's Tactical Squad or other correctional officers to assist law enforcement officers or correctional officers of local governments in preserving order and peace when so requested by such local authorities.

**II. APPLICABILITY:**

All facilities housing GDC inmates or probationers.

**III. RELATED DIRECTIVES:**

GDC Rule: 125-2-1-.09.

**IV. DEFINITIONS:**

NONE.

**V. ATTACHMENTS:**

NONE.

**VI. PROCEDURE:**

A. Request for Assistance: Occasionally local governments or law enforcement agencies may request assistance from a GDC facility to assist in preserving order and peace in a particular area of the state. When a request is made the following approval shall be requested by the Warden or Superintendent:

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1. The request must go through the Field Operations Manager and be approved by the Commissioner or Director, Corrections Division. In an extreme emergency the Warden/Superintendent may, in the interest of time, contact the Commissioner or Corrections Division Director if the Field Operations Manager is not immediately available.
  2. The Warden/Superintendent shall not provide assistance as referred to in this procedure without the above authorization in VI.A.1.
  3. The dispatching of Canine Staff is addressed in SOP IIB01-0004.
- B. Providing Assistance: When the request for assistance to local law enforcement authorities or governments has been approved, the Warden or Superintendent shall assure that appropriate security is maintained at his or her assigned facility.
- C. Documentation of Assistance Provided: The Warden or Superintendent shall provide written documentation to the Director, Corrections Division, immediately after completion of this assistance. The following shall be provided:
1. Local government or agency requesting assistance.
  2. Who authorized from Central Office.
  3. Type assistance provided (for example, tactical squad, number of correctional officers, equipment, etc.).
  4. Describe any force or equipment used by GDC staff.
  5. Note any injuries to staff or civilians.
  6. A narrative description of action taken including duration, expense, final disposition of the effort, etc.