

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> Facilities Operations	<b>Reference Number:</b> IIF01-0009 (212.04)	<b>Revises Previous Effective Date:</b>  3/01/2005
<b>Subject:</b> Screening/Referral/ Admission		
<b>Authority:</b> Bryson/Ward	<b>Effective Date:</b> 07/16/15	Page 1 of  2

**I. POLICY:**

Center Parole Officer shall receive referrals from the Parole Board Central Office or field staff and review to determine appropriateness. Center Parole Officer will coordinate the admission date with staff. Parole Officer will ensure that documents are received from referring parties.

**II. APPLICABILITY:**

Whitworth Detention Center.

**III. RELATED DIRECTIVES:**

A. O.C.G.A. 42 Generally and O.C.G.A. 17.

B. ACA STDS: 1ACBC-1E-13, 1ACBC-4A-05, 1ACBC-4A-06.

**IV. DEFINITIONS:**

NONE.

**V. ATTACHMENTS:**

NONE.

**VI. PROCEDURE:**

A. The Parole Officer of record will make recommendation to the field services staff and/or center parole officer. Ideally, screening should occur prior to admission date.

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However, the Parole Board reserves the right to refer at Final Hearings.

- B. The Center Parole Officer will establish and communicate admission dates based on center population; admission date will be given to field staff, admission days will normally be Tuesday and Thursday at 1:00 P.M. Arrival at Center should be as close to 1:00 P.M. as possible.
- C. The center parole officer shall ensure that the Admission Package is received and legible. Ideally the admission package should be received five (5) working days before admission to allow for coordinating transportation and setting up center case files. In all cases the following will be provided to the Center:
  - 1. Completed Parolee Intake Data Sheet.
  - 2. Waiver: Request for Program Placement.
  - 3. Part I & II - Participant Health History.
  - 4. Pre-Admission Orientation Sheet (signed acknowledgement by Parolee of Program Orientation).
- D. The waiver for program placement will state the program as 150-210 days. The average stay will be 180 days. Early releases will be handled on a case by case basis based on program progress. Likewise, a parolee may remain up to 210 days, due to lost program time, i.e. isolation, medical lay-in, unsatisfactory work and / or treatment participation.
- E. Transportation will be coordinated through field parole staff and center staff and/or Central Office staff.