

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Contact or Business Dealings with Offenders		
Policy Number: 205.02	Effective Date: 12/09/2019	Page Number: 1 of 4
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

I. Introduction and Summary:

Minimum standards of conduct will be established for each employee or category of employees. Each employee shall be required to meet or exceed these standards. It shall be the policy of the Department that GDC employees and offenders assigned to GDC will adhere to these procedures pertaining to contact or business dealings between employees and offenders.

II. Authority:

- A. O.C.G.A.: 42-5-16 and 42-5-18;
- B. GDC Board Rules: 125-2-1-.01, 125-2-1-.07, 125-3-2-.06 (3) and 125-4-6-.03;
- C. GDC Standard Operating Procedure (SOP) 202.03, Operation of Offender Craft Stores; and
- D. ACA Standard: 4-4063.

III. Definitions:

None.

IV. Statement of Policy and Applicable Procedures:

- A. Contacts Concerning Offenders:
 - 1. Any employee who is contacted with an attempt to exert influence concerning:
 - a. A transfer of an offender; or
 - b. The status and assignment of an offender within a facility must document and report such a contact immediately to his or her supervisor.
- B. Performance of Duty:
 - 1. Employees shall not, without expressed written approval of the Director of Field Operations and Assistant Commissioner of Facilities, maintain:

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Contact or Business Dealings with Offenders		
Policy Number: 205.02	Effective Date: 12/09/2019	Page Number: 2 of 4
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

- a. Personal association with;
 - b. Engage in personal business or trade with;
 - c. Engage in non-job-related correspondence with; or
 - d. Correspond in behalf of or for, known offenders, active probationers or parolees.
2. Relatives of offenders shall also be covered by this policy and procedure;
 3. Conduct and deportment (behavior) shall be consistent at all times with that expected of law enforcement personnel;
 4. Custody of offenders and security of the facility shall be the primary responsibility of all facility personnel;
 5. All employees are specifically prohibited by Georgia Law and Departmental policy from:
 - a. Giving;
 - b. Receiving;
 - c. Selling;
 - d. Buying;
 - e. Trading;
 - f. Bartering; or
 - g. Exchanging anything of value with any offender without the consent of the Warden/Superintendent of the facility in which such offender is housed.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Contact or Business Dealings with Offenders		
Policy Number: 205.02	Effective Date: 12/09/2019	Page Number: 3 of 4
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

6. It shall be unlawful for any person to obtain or procure for or give to an offender:

- a. A gun;
- b. A pistol; or any other weapon;
- c. Intoxicating liquor;
- d. Amphetamines;
- e. Bi-amphetamines, or any other hallucinogenic drugs;
- f. Other drugs, regardless of the amount; or
- g. Any other article or item.

C. Crafts and Hobbies:

1. With approval of the Warden or Superintendent, and within prescribed limitations, offenders may pursue hobby craft work during their free time; and
2. Arts and crafts items produced by such offenders may be made available for purchase by staff and members of the public from an offender craft store as provided in SOP 202.03.

D. Addressing Offenders:

1. Personal integrity is required of all employees when addressing offenders;
2. Offenders are to be addressed by their last names to:
 - a. Preserve their individual identity; and
 - b. To ensure their personal dignity.

GEORGIA DEPARTMENT OF CORRECTIONS
Standard Operating Procedures

Policy Name: Contact or Business Dealings with Offenders

Policy Number: 205.02

Effective Date: 12/09/2019

Page Number: 4 of 4

Authority:
Commissioner

Originating Division:
Facilities Division

Access Listing:
Level II: Required Offender
Access

3. Offenders shall not be addressed by:
 - a. Their offender number;
 - b. Nicknames; or
 - c. First names.
4. The use of ethnic or racially derogatory words/names toward or in the presence of offenders is strictly prohibited; and
5. Profanity should not be directed toward offenders.

V. Attachments:

None.

VI. Record Retention of Forms Relevant to this Policy:

None.