

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Facilities Operations	Reference Number: IIA07-0002 (205.02)	Revises Previous Effective Date: 01/01/05
Subject: Contact or Business Dealings With Inmates/Probationers		
Authority: Bryson/Ward	Effective Date: 07/15/15	Page 1 of 3

I. POLICY:

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 (GDC Rule 125-2-1-.07).

It shall be the policy of the Georgia Department of Corrections that employees of GDC and inmates/probationers assigned to GDC will adhere to these procedures pertaining to contact or business dealings between employees and inmates/probationers.

II. APPLICABILITY:

All State/County facilities and Probation Centers housing GDC inmates or probationers.

III. RELATED DIRECTIVES:

- A. O.C.G.A.: 42-5-16 and 42-5-18.
- B. GDC Rules: 125-2-1-.01, 125-2-1-.07, 125-3-2-.06 (3) and 125-4-6-.03.
- C. ACA Standards: 3-4067 and 3-4265.

IV. DEFINITIONS:

NONE.

V. ATTACHMENTS:

NONE.

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VI. PROCEDURES:

- A. **Contacts Concerning Inmates/Probationers:** Any employee who is contacted with an attempt to exert influence concerning a transfer of an inmate/probationer or the status and assignment of an inmate/probationer within a facility must document and report such a contact immediately to your supervisor [GDC Rule 125-2-1-.01 (f)].
- B. **Performance of Duty:** Employees shall not, without expressed written approval of the Corrections Division Director, maintain personal association with, engage in personal business or trade with, or engage in non job-related correspondence with, or correspond in behalf of or for, known inmates/probationers, active probationers or parolees. Relatives of inmates/probationers shall also be covered by this policy and procedure [GDC Rule 125-2-1-.07 (a-e)].
1. Conduct and deportment (behavior) shall be consistent at all times with that expected of law enforcement personnel.
 2. Custody of inmates/probationers and security of the facility shall be the primary responsibility of all facility personnel.
 3. All employees are specifically prohibited by Georgia Law and Departmental policy from giving, receiving, selling, buying, trading, bartering or exchanging anything of value with any inmate/probationer without the consent of the Warden/Superintendent.
 4. It shall be unlawful for any person to obtain or procure for or give to an inmate/probationer a gun, pistol, or any other weapon, or intoxicating liquor or amphetamines, or biphetamines, or any other hallucinogenic drugs, or other drugs, regardless of the amount, or any other article or item.
- C. **Crafts and Hobbies:** With approval of the Warden or Superintendent, and within prescribed limitations,

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inmates/probationers may pursue hobby craft work during his/her free time. Limitations are prescribed in GDC Rule 125-4-6-.03 (a-g).

D. Addressing Inmates/Probationers: Personal integrity is required of all employees when addressing inmates/probationers.

1. Inmates/Probationers are to be addressed by their last names to preserve their individual identity and to ensure their personal dignity.
2. Inmates/Probationers shall not be addressed by their inmate/probationer number, nicknames, or first names.
3. The use of ethnic or racially derogatory words/names toward or in the presence of inmates/probationers is strictly prohibited.
4. Profanity should not be directed toward inmates/probationers.