

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> Facilities Division	<b>Reference Number:</b> IIB12-0001 (210.01)	<b>Revises Previous Effective Date:</b>
<b>Subject:</b> Inmate/Probation Boot Camp - General Policy		3/01/2005
<b>Authority:</b> Bryson/Ward	<b>Effective Date:</b> 07/16/15	Page 1 of <b>7</b>

**I. POLICY:**

- A. Inmates/probationers accepted to participate in the 90 day Boot Camp Program will be selected through a joint process involving the Department of Corrections and the Board of Pardons and Parole, for inmates, or the Department of Corrections and the Courts, for probationers.
- B. Strict military regimen, discipline and order shall be a key component of the program. Key elements in this emphasis are:
  - 1. Physical training utilizing approved guidelines
  - 2. Close order drill
  - 3. Emphasis on performing up to stringent standards regarding behavior, cleanliness, order and organization of possessions
- C. Boot Camps shall emphasize, particularly in the early phase of the program, an intense, confrontational style on the part of the correctional staff's communication with inmates/probationers. Staff shall demand strict adherence to orders and directives. Training and guidance in the implementation of these methods shall be provided by the Department. Staff behavior and actions shall be guided by these training experiences. Certain staff actions are prohibited:
  - 1. There shall be no physical abuse of any inmate/probationer. Unnecessary physical contact

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 2 of 7
	Effective Date: 07/16/15	Reference Number: IIB12-0001 (210.01)

will be avoided. Use of force shall be guided by GDC - SOP IIB08-0001.

2. No cursing or derogatory terms will be used.
3. Inmates/probationers will not be assigned humiliating or pointless job assignments or tasks.

**II. APPLICABILITY:**

Inmate and Probation Boot Camps.

**III. RELATED DIRECTIVES:**

- A. O.C.G.A. 42-2-11.
- B. Board Rules: 125-2-1-.01 (d).
- C. GDC - SOPs: IIA07-0002, IIA07-0003, IIB01-0018, IIB06-0001, and IIB12-0004.
- D. ACA Standards: 3-4223, 3-4226, 3-4232, 3-4235 and 3-4236.

**IV. DEFINITIONS:**

NONE.

**V. ATTACHMENTS:**

NONE.

**VI. PROCEDURE:**

- A. GOALS and OBJECTIVES:
  1. To protect the public.
  2. To provide a safe and secure environment for both GDC staff and the inmate/probationer.
  3. To correct the attitude and motivation of inmates/probationers through a regimen of hard work,

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 3 of 7
	Effective Date: 07/16/15	Reference Number: IIB12-0001 (210.01)

physical training, motivational and attitudinal training in a strict military environment.

4. To positively impact upon immature, young adult inmates/probationers who have not developed self discipline, responsibility and a clear understanding of socially acceptable behavior.
5. To provide symbolic restitution to the citizens of Georgia by means of community work projects and details performed by inmates/probationers.
6. To provide for effective post-release supervision which reinforces a positive lifestyle and behaviors which are socially acceptable.

B. STAFF PERSONNEL STANDARDS: The following general standards will apply to all personnel assigned to a Boot Camp:

1. All inmates/probationers will be treated in a humane manner.
2. Physical abuse in any form is prohibited.
3. Verbal harassment and interrogation as punishment is prohibited.
4. Use of abusive language is prohibited.
5. Staff shall not strike or lay hands upon an inmate/probationer except in self-defense, to prevent serious injury to another person or property, to quell a disturbance, or for the purpose of inspecting or searching an inmate/probationer, or giving military instruction. A Boot Camp officer may place hands on an inmate/probationer only when:
  - a. Correcting an inmate's/probationer's position (drill, physical training).
  - b. Correcting an arrangement of an inmate's/probationer's clothing or equipment.

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 4 of 7
	Effective Date: 07/16/15	Reference Number: IIB12-0001 (210.01)

- c. Conducting an examination or inspection of the person, his clothing or equipment.
  - d. Conducting a demonstration as part of authorized training.
  - e. Protecting, avoiding or attending to an inmate/probationer who has suffered injury or harm.
  - f. Applying restraints.
6. Staff shall always remain vigilant to detect and prevent breaches of security.
  7. Staff shall not bring or permit others to bring contraband into the Boot Camp. Contraband shall be defined as anything not issued or authorized for use by inmates/probationers. SOP IIB06-0001, Inmate Personal Property Standards, provides general guidelines. SOP IIB12-0004 Inmate Rights and Standards, for Boot Camps, defines items explicitly authorized for Boot Camp inmates/probationers.
  8. Staff shall not fraternize with inmates/probationers or their friends or relatives in any manner. Refer to SOP IIA07-0002, Contact or Business Dealings with Inmates.
  9. Staff shall not give to or receive from any inmate/probationer anything in the nature of a gift, or in any manner, buy, sell, trade, or barter any article with an inmate/probationer. Refer to SOP Iia07-0002.
  10. Staff shall not extend or promise an inmate/probationer any special privileges or favors not available to all inmates/probationers.
  11. Staff shall always maintain a high standard of professional bearing and appearance. Refer to SOP IIA07-0003, Personal Appearance of Uniformed Personnel.

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 5 of 7
	Effective Date: 07/16/15	Reference Number: IIB12-0001 (210.01)

12. Staff will not argue with inmates/probationers. When orders or instructions are given they are to be carried out to the fullest extent. Arguing or questioning by an inmate/probationer constitutes an offense which should be addressed by on the spot verbal correction or reprimand. Disputed or questioned authority will not be tolerated.
  
13. The following activities or ant variation thereof are strictly prohibited. No one will cause an inmate/probationer to:
  - a. Assume unnatural positions such as wall bends, holding equipment overhead, etc.
  - b. To perform physical exercise not authorized for training.
  - c. March in a degrading fashion such as hands in pocket, covers backwards, etc.
  - d. Perform exercises or activities to the point where life or health is endangered and illness or injury may be reasonably foreseen as a result.
  - e. Enter areas of possible danger such as dangerous streams, steep banks or other area in which the well being or safety of the inmate/probationer may be jeopardized.
  - f. Assault other inmates/probationers who enter their formation, dormitory, etc., participate in belt lines or blanket parties.
  - g. Shave without soap and/or water.
  - h. Bath in water which by the perpetrator's design is uncomfortably hot or cold.
  - i. Perform gross or degrading acts such as having the inmates/probationers washing their hands in urinals or commodes.

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 6 of 7
	Effective Date: 07/16/15	Reference Number: IIB12-0001 (210.01)

j. Not given a sufficient amount of time to eat, for instance, Eating Duck after sitting down to eat inmates/probationers given 15 seconds to eat and they are finished.

14. NO ONE SHALL CAUSE AN INMATE/PROBATIONER TO CONSUME:

- a. Paper or other foreign matter not commonly used as food for human consumption.
- b. Food or beverage in excess of human needs.
- c. Foods such as spices or hot sauce in amounts not normally consumed or by methods not normally employed by average individuals.

C. ORGANIZATION AND STAFF RELATIONS: The Warden/Superintendent of the facility has responsibility over all phases of the operation of the Boot Camp. Due to the specialized nature of the Boot Camp, it is necessary that it be carefully staffed and supervised with personnel trained in techniques of control, management and rehabilitation of inmates/probationers. Successful operation of the Boot Camp depends upon understanding the basic program objectives and compliance with all related policies, procedures and standards. All staff must demonstrate constant alertness, a high degree of order and bearing, initiative, personal integrity, common sense and mature judgement.

1. Inmate Boot Camp Manager: The Warden shall appoint a Unit Manager to be in charge of the Inmate Boot Camp. The Unit Manager shall report through the chain-of-command to the Warden and shall coordinate all day-to-day activities of the Inmate Boot Camp.

- a. The Unit Manager shall provide liaison and coordination for other staff specialists who are involved with and support the Inmate Boot Camp.
- b. The Unit Manager shall accomplish all other duties that may be assigned by the Warden and

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 7 of 7
	Effective Date: 07/16/15	Reference Number: IIB12-0001 (210.01)

shall not normally be assigned other duties within the facility, except in special situations.

2. Correctional Officers: Correctional officers assigned to Boot Camps shall perform all tasks assigned. Correctional officers are responsible for the control, accountability, training and welfare of all inmates/probationers.
  - a. Supervises and controls all inmates/probationers.
  - b. Dispatch work details.
  - c. Supervise, monitor or escort work details.
  - d. Conduct physical training and close order drill.
  - e. Supervise the daily routine in accordance with the schedule of the day.
  - f. Conduct and verify counts.
  - g. Supervise all facility activities.
  - h. Enforce all orders, rules, policies and procedures.
  - i. Make security/safety/sanitation inspections (SOP IIB01-0018).
  
3. Counselors: Assigned counselors will coordinate their duties with the Senior Boot Camp Counselor who will coordinate with the Chief Counselor of the host facility or the Warden/Superintendent in stand alone facilities. The Senior Boot Camp Counselor is directly responsible to the Warden/Superintendent (Probation Boot Camps) or the Unit Manager (Inmate Boot Camps) for all day-to-day counseling and educational activities. Counseling duties will include, but not be limited to, individual and group counseling, establishing and maintaining liaison

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 8 of 7
	Effective Date: 07/16/15	Reference Number: IIB12-0001 (210.01)

with other support components of the facility, such as medical services and chaplaincy; and providing general coordination for the development of daily schedules.

- D. TRAINING AND STAFF DEVELOPMENT: The Warden/Superintendent shall identify and select a cadre of correctional officers and counseling staff to assume duties within the Boot Camp.
1. Pre-service: A pre-service training program will be conducted for all security and care/treatment staff personnel assigned to the Boot Camp. At a minimum, any correctional officer assigned to a boot camp should receive an orientation and an introduction to boot camp procedures from the senior drill instructor utilizing a lesson plan prepared and approved by the Georgia Correctional Training Academy Public Safety Training Instructor responsible for boot camp training. Assigned officers will be required to attend a boot camp orientation training program when available.
  2. In-Service: Consistent with the requirements and learning objectives of the pre-service training program, all staff personnel shall be required to participate in in-service training to reinforce and update their skills and knowledge for the duration of their assignment to the Boot Camp.
- E. Other SOPs in the IIE series are intended for Probation Detention Centers, and in many cases, Probation Boot Camp. Additionally, other SOPs in the IIE series are applicable to the Boot Camp setting. The reader should always check the Applicability section of individual SOP's to determine its reference to Boot Camp operations.