

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Facilities Operations	Reference Number: IIB12-0003 (210.03)	Revises Previous Effective Date: 3/01/2005
Subject: Probation Boot Camp - Screening/Sentencing and Assignment		
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I. POLICY:

Probationers shall be sentenced and admitted to probation boot camps in accordance with Georgia law and Departmental policy and procedure.

II. APPLICABILITY:

Probation Boot Camps

III. RELATED DIRECTIVES:

- A. O.C.G.A.: 42-8-35.1.
- B. ACA Standard: 1-ACBC-4A-01.

IV. DEFINITIONS:

None

V. ATTACHMENTS:

- Attachment 1 - Sample Sentence
- Attachment 2 - Sample Special Conditions
- Attachment 3 - Medical Checklist
- Attachment 4 - Pre-Admission Orientation Form

VI. PROCEDURE:

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- A. Eligibility for Probation Boot Camps: O.C.G.A. 42-8-35.1 and Departmental procedure identifies eligibility criteria for probation boot camp candidates as follows:
1. Must be a male not less than 17 or more than 30 years of age at the time of sentencing
 2. Has no previous period of incarceration in an adult penal facility.
 3. Is convicted of a felony or in rare cases may be convicted of a misdemeanor which has been referred by private probation.
 4. Has no contagious or communicable disease.
 5. Has no known physical limitation that would exclude strenuous labor and physical activity.
 6. Has no known mental disorder or retardation that would prevent participation in a program that requires intensive personal interaction and strenuous physical activity.
 7. Have no outstanding warrants or detainers that would preclude boot camp referral.
- B. Screening for Probation Boot Camp Programs: Local field probation staff members are responsible for screening potential boot camp candidates prior to sentencing to insure that only those eligible are sentenced to boot camp programs. The Chief Probation Officer will insure that a medical checklist and verified record check is completed. The record check will determine the existence of outstanding warrants or detainers that would preclude boot camp referral. Additionally, the Chief Probation Officer shall insure that the candidate meets the basic criteria as identified in section A. preceding. Questions concerning eligibility should be directed to the affected boot camp by telephone.
- C. Health Screening Using the Medical Checklist for Screening Prospective Participants: The health screening

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process is an important component of the boot camp program. It is the responsibility of the local probation officer to complete the screening form prior to sentencing to insure that the court is aware of the offender's eligibility status prior to sentencing. In those cases in which the probation officer is uncertain of an offender's suitability, arrangements for the release of medical records should be made. If the elapsed time since treatment exceeds six months and/or the condition is chronic, a statement should be requested from the offender's physician as to his ability to participate. Should further questions arise concerning eligibility during the screening, the probation officer will contact the boot camp medical staff in the proper catchment area to discuss eligibility. The boot camp will, based on information provided, determine eligibility and inform the reporting probation officer. The probation officer will then advise the court of the candidate's eligibility or ineligibility.

- D. Sentencing and Required Documentation: Following screening, the court may impose sentence on an eligible offender. A sample sentence and sample special conditions form (Attachments 1 and 2) are included with this SOP. These documents, subject to court discretion, should be used when boot camp sentences are imposed. Upon sentencing, the probation officer will call the affected center and notify them of the sentence and will then forward copies of all required documents to the proper boot camp. The following documents must be included:
1. Certified copy of an amended order or probation sentence that reflects days in a probation boot camp
 2. Completed special conditions form.
 3. Completed Medical Checklist
 4. Verified record Check.
 5. Field Sheets
 6. Notice of Transfer

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7. Psychological (if available)
 8. Pre-Admission Orientation Form
- E. Pre-Admission Orientation: The probation officer, upon sentencing, shall also insure that a brief pre-admission orientation is provided to the sentenced probationer. The Pre-Admission Orientation form will be used and a copy provided to the probationer.
- F. Catchment Areas: Probationers will normally be assigned to the specific center that serves their catchment area. These catchment areas will be identified by the Division Director of the Probation Division and communicated to field probation staff. Exceptions to catchment areas may be made based upon bed space availability or other significant reasons.
- G. Center responsibilities in Screening and Acceptance of Referred Candidates: The Superintendent shall be responsible for insuring a consistent and orderly process of screening referrals and coordinating admissions of sentenced probationers.
1. A Center staff member, normally the Probation Officer, shall be responsible for representing the Center when matters of offender eligibility are in question and shall be responsible for coordinating delivery of probationers to the center.
 2. Eligibility questions concerning a prospective candidate shall be directed to the designated staff member in the center. In consultation with the Superintendent and/or medical staff, the designated person shall inform the referring probation staff of a candidate's eligibility based upon information known at the time of referral.
 3. The designated staff member shall receive and review all sentence packages insuring that all necessary documentation is included. If a problem or incomplete information is discovered, the referring probation officer will be contacted and the problem

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resolved prior to an admission date being established.

4. After screening of the sentence package indicates apparent eligibility, the center staff member shall contact the referring officer and establish an admission date. The referring probation office shall contact the appropriate Sheriff's office and notify them of the admission date. The center will then be notified to confirm the date or to negotiate an alternate date. In accordance with O.C.G.A. 42-8-35.1, the Sheriff's office will be responsible for delivery of the probationer to the center. If the probationer has absconded or is otherwise unavailable for participation in the boot camp program, the sentencing documents will be returned to the referring probation officer within 15 days. Likewise, the medical checklist and case material will be returned to the referring probation officer. Priority admission will be given to probationers in jail, then to probationers who are readily available for admission. Waiting lists will be maintained only for those who must complete a court-stipulated condition and as required due to bed space unavailability.
5. Upon arrival at the Center, those who have been provisionally approved for the boot camp program will receive a through health evaluation. During the evaluation, probationers will be profiled for their ability to perform strenuous physical activity including work and physical training. If the evaluation indicates physical or mental conditions that would preclude the offender from participating in the program, center staff will request the controlling court to modify the sentence.

VII. RETENTION SCHEDULE:

- A. Attachment 1 - Sample Sentence: Attachment 1 of this SOP will become part of the inmate/probationer case history file and will be retained according to the official records retention schedule of that file.

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- B. Attachment 2 - Sample Special Conditions: Attachment 2 of this SOP will become part of the inmate/probationer case history file and will be retained according to the official records retention schedule of that file.
- C. Attachment 3 - Medical Checklist: Attachment 3 of this SOP will become part of the inmate/probationer case history file and will be retained according to the official records retention schedule of that file.
- D. Attachment 4 - Pre-Admission Orientation: Attachment 4 of this SOP will become part of the inmate/probationer case history file and will be retained according to the official records retention schedule of that file.