

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> Facilities Operations	<b>Reference Number:</b> IIB12-0004 (210.04)	<b>Revises            Previous            Effective Date:</b>
<b>Subject:</b> Inmate/Probation Boot Camp - Rights and Standards		3/01/2005
<b>Authority:</b> Bryson/Ward	<b>Effective Date:</b> 07/16/15	Page 1 of <b>13</b>

**I. POLICY:**

The establishment and operation of Boot Camps is intended to correct and motivate immature, young adult offenders through a strict military-style environment. To instill a high degree of self-discipline, responsibility and respect, consistent rights and standards shall be applied to inmates/probationers participating in the program.

**II. APPLICABILITY:**

All Boot Camps.

**III. RELATED DIRECTIVES:**

- A. GDC-BR&R: 125-2-1-.01(d) and 125-3-3-.04(1).
- B. GDC Sops: IIB01-0005, IIB02-0001, IIB06-0001, IIB06-0002, IIC03-0002, IVA01-0002, IVA01-0005, VD01-0015, VH30-0003.
- C. ACA Standards: 3-4223, 3-4226, 3-4232, 3-4235 and 3-4236.
- D. U.S. Army Regulations 21-20, Physical Fitness, U.S. Army Regulations 22-5, Drills and Ceremony.

**IV. DEFINITIONS:**

NONE.

**V. ATTACHMENTS:**

NONE.

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**VI. PROCEDURE:**

Inmates/probationers shall only be permitted to keep personal property brought into the boot camp facility that is specified in section VI.A.2. of this SOP. Probationer's personal property may be inventoried and maintained at the probation facility. All inmate/probationer personal property shall be inventoried and unauthorized items shall be mailed home at the inmate's/probationer's expense or otherwise disposed of by the inmate/probationer within a thirty (30) day period.

A. Issue and Personal Property: Inmates/probationers shall be restricted to the following items and personal possessions.

**NOTE: For Probation B.C.s see approved property list on Attachment four (4) of GDC-SOP IIB12-0003.**

1. State Issued Clothing Items and Quantities:

Item and Quantity

Pants - 5 pairs (3 pairs for Probation Boot Camps)

Shirts - 5 each (seasonal) (3 pairs for Probation Boot Camps)

Shoes - 1 pair

Socks - 3 pairs

Undershirts (white) - 3 each

Undershorts (white) - 3 each

Belt - 1 each

Jacket (seasonal) - 1 each

Hat - 1 each

Thermal underwear (seasonal) - 1 set (Inmate Boot Camps only)

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Sweatshirt (seasonal) - 1 each

Gloves - 1 pair (Inmate Boot Camps only)

Face Towel - 2 each

Towel - 2 each

Razor - 1 each

Toothbrush - 1 each

Other consumable hygiene items - per applicable Care & Custody SOPs: IVA01-0002 or IVA01-0005.

2. Allowable Personal Property Items (SOP IIC03-0002, "Diagnostic reception, Orientation and Processing"):
  - a. Postage Stamps, up to equivalent of one book of 20 stamps.
  - b. Funds, which shall be placed and maintained in the inmate's account.
  - c. Such items that are medically required and approved by staff personnel.
  - d. Legal materials, limited to quantity to fire, sanitation, security and housekeeping conditions.
  - e. Bible, Koran or other book of sacred teachings of a recognized religion, limited in value to \$30.00.
  - f. Any reading material obtained through participation in the education programs and support groups offered at the boot camp.
  - g. Reading material checked out of the inmate/probationer library in accordance with the operating rules of the facility's library.
  - h. Prescription eyeglasses.

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- i. One religious medal (none homemade), with a value not to exceed \$100.00 (Inmate Boot Camps only).
  - j. Correspondence (5 each).
  - k. Family photographs (4 each, properly attired, no polaroids with hollow backs) Inmate Boot Camps only).
- 3. Commissary store items, limited to personal hygiene items in an amount not to exceed \$12.00 in value and limited in quantity to fire, sanitation, security and housekeeping conditions.
  - a. Shower shoes (Inmate Boot Camps only).
- B. Contraband: Contraband is any article not authorized to be in possession of an inmate/probationer. (SOP IIB06-0002, "Management of Inmate Property or Contraband").
- C. Searches: Inmates/probationers shall be informed that their persons, quarters and work areas are subject to search at any time. Unscheduled searches of inmates/probationers, bedding, lockers, work areas, dayrooms, study areas and latrine areas are in the best interest of good order and discipline. Searches must always be conducted in a professional and respectful manner. Refer to SOP IIB06-0001, "Inmate Personal Property Standards", SOP IB06-0002 "Management of Inmate Property or Contraband", IIB01-0013, "Searches, Security Inspections and Use of Permanent Logs" and for Probation Boot Camps SOP IIE07-0003, "Detainee Property and Contraband".
- D. Inspections: Numerous daily inspections of quarters, grounds and inmates/probationers will be conducted by staff. Thorough and complete inspections can compliment efforts toward instilling a high degree of self discipline and responsibility in inmates/probationers. Inspections should always be conducted in a professional and respectful manner.

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E. Physical Training: Inmates/probationers will participate in physical training on a daily basis. Physical training and exercise will be led by staff that will perform the same physical exercise as the inmates/probationers. Inmates/probationers shall be closely monitored for fatigue and other physical difficulties. Physical training will be conducted in accordance with U.S. Army Regulations 21020, Physical Fitness.

1. Prior to participation in any form of strenuous activity, including physical training, inmates/probationers will be medically examined and cleared.
2. Weather and other conditions permitting, physical training shall be conducted once per day. Depending on facility work schedules, program schedules, etc. This should not interfere with other program activities.

F. Incentive Physical Training: Incentive physical training (IPT) may be used as an authorized technique for training staff members to motivate and instill discipline in inmates/probationers. In addition, IPT can be used to assist in correcting minor inmate/probationer infractions which may have been caused through ignorance or design. Serious disciplinary infractions will be referred to the disciplinary hearing officer in accordance with established procedures. Only staff members who have successfully completed an orientation on IPT by a staff member approved by the Warden/Superintendent, or the Senior Drill Instructor Course will be authorized to assign IPT to inmates/probationers. Only designated officers will act as demonstrators when explaining and instructing proper execution of incentive physical training exercises. Inmates/probationers will not be used as demonstrators.

1. Incentive physical training may be utilized when inmates/probationers are found in minor violation of boot camp procedure. The following list is not intended to be all inclusive, but only as an example of more common violations of regulations:

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- a. Lack of bearing.
- b. Lack of self-discipline.
- c. Uniform worn incorrectly.
- d. Out of uniform.
- e. Dirty, unorganized locker.
- f. Boots not shined.
- g. No shave.
- h. Gear left adrift.
- i. Rack not made properly.
- j. Drill movement not performed properly or to satisfaction.
- k. Dormitory or cell dirty.
- l. Does not respond to orders or directives in a timely manner.

2. Restrictions:

- a. IPT may be assigned to an individual or to a group of individuals collectively.
- b. IPT may be administered after the inmate/probationer has passed their medical examination: been allowed one night's rest to recover from any inoculations the inmate/probationer has received.
- c. IPT must be personally supervised by an individual who is authorized to assign the same and must not exceed the repetitions as set forth in this procedure.
- d. IPT should not interfere with other scheduled programming. Inmates/probationers should not be

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taken out of instruction for the purpose of performing IPT.

- e. Under no circumstances will inmates/probationers be pushed beyond their physical capabilities.
- f. IPT will not be performed under any of the following conditions:
  - 1) While an inmate/probationer is in a medically restricted status. If an inmate/probationer is in possession of a legitimate medical lay-in or light duty pass which restricts his physical activity, he will not be required to perform any type IPT.
  - 2) While on work detail in public view.
  - 3) Fifteen (15) minutes prior to meals or thirty (30) minutes following the completion of meals.
  - 4) In closet, heads, offices or passageways.
  - 5) In any location or environment which is unsafe and could possibly cause an inmate/probationer to be injured.
  - 6) In muddy or watered down areas or on terrain that is itself hazardous for training (gravel, steep hills, heavy brush).
  - 7) When hot or cold conditions preclude work.
  - 8) From after evening showers until scheduled reveille the following morning.

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- g. IPT may be given in the dormitory and will be administered in an area where the exercise can be performed safely.
- h. Authorized Techniques: The only types of activities authorized to be employed for IPT purposes are the physical exercises listed below. The maximum number of repetitions authorized to the assigned inmate(s)/probationer(s), according to the time in the system, will not exceed the following:

<b>PHYSICAL EXERCISES</b>	<b>DIAGNOSTICS - DAY 44</b>	<b>45-90 +</b>
Pushups 4 Count	15	25 reps
Side Straddle Hops 4 Count	20	40 reps
Running in Place	30 seconds	1 minute
Flutter Kick 4 Count	15	25 reps
Squat bender 4 Count	15	25 reps
Bend and Reach 4 Count	15	25 reps

**i. THE REPETITIONS LISTED ABOVE ARE THE MAXIMUMS AUTHORIZED AND WILL NOT BE EXCEEDED.**

- G. Close Order Drill: Close Order Drill is very useful in teaching individuals the martial values of discipline, military bearing, response to commands, and gaining respect and confidence in one's self and the staff conducting the drill. When conducted by a strong leader with enthusiasm and expertise, it instills esprit, confidence and a sense of pride to the members of the formation. Carefully monitored, it offers an excellent indication of an inmate's/probationer's ability and /or willingness to follow instructions and perform as a team



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member. Close Order Drill will be conducted in accordance with U.S. Army Regulations 22-5, Drills and Ceremony.

- H. Extra Instruction: If an inmate/probationer is not satisfactorily performing in a phase of training, extra instruction may be required. The inmate/probationer may be required to practice those subjects in which he may be deficient until proficiency improves to an acceptable level. The inmate/probationer may be required to practice close order drill often, care for and clean clothing and equipment, or practice other skills that are necessary for him to progress from one phase to another. Inmates/probationers performing unsatisfactorily in physical training activities may be ordered to do remedial physical training consistent with exercises prescribed in U.S. Army Regulations 21-20, Physical Fitness.
- I. Other Limitations: The actions outlined above are the only actions that are authorized as corrective/remedial measures outside of the disciplinary process and the sanctions that it provides. The loss of privileges extended to inmates/probationers can only be a result of a guilty finding in the formal disciplinary process.
- J. Mail: Inmates/probationers shall be permitted to mail and receive only letters and legal materials.
1. The receipt of packages, including Christmas packages, is prohibited.
  2. Except for those reading materials provided to inmates/probationers by the boot camp facility, the receipt of books, magazines and newspapers through the mail is prohibited.
- K. Visitation: Inmates/probationers shall not be permitted visitation during any phase of the program.
1. Visits by Attorneys of Record: An attorney must contact the Warden's office prior to visiting a boot camp inmate/probationer.

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2. Emergency: The Superintendent may grant a visit in the event of a verified emergency such as death in the family.

L. Meals: Inmates/probationers will inspect their areas for neatness ten minutes prior to meal formation. Inmates/probationers will fall into a formation and march to the dining hall area. A head count will be taken at the meal formation.

1. Inmates/probationers shall be fed three meals per day except on weekends and holidays when two meals will be served.
2. Boot Camp inmates/probationers shall be fed separately from the general population.
3. Boot Camp inmates/probationers maintained at the facility and not on outside details will be fed pack-out meals at noon.
4. Inmates/probationers shall march to and from the dining area in a military formation.
5. Inmates/probationers shall process through the feeding line in a military manner in a single file column.
6. Inmate/probationers will maintain silence while moving through the meal line.
7. Once an inmate/probationer has proceeded to the table specified by staff personnel, he will place his tray and utensils on the table and remain standing at attention. Upon command, the table may be seated and begin eating their meals.
8. If an inmate/probationer desires to leave his seat, he will raise his hand for acknowledgement from a staff member.
9. Inmates/probationers will not converse at their table while seated in the dining hall.

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10. On command, inmates/probationers will take their trays to the skullery, police the seating area and fall into formation outside of the dining area.

M. Commissary: items permitted to be purchased are personal hygiene items not issued by the State. Commissary purchases shall not exceed \$12.00 a week. The following list identifies authorized items:

1. Deodorants: Non-Flammable (no aerosols).
2. Writing Materials: Clip-type pens (non-retractable) (Inmate Boot Camps only).
  - a. Note book paper.
  - b. Pencils.
  - c. Plain Envelopes.
  - d. Writing Tablets.
  - e. Legal pads.
  - f. Postage stamps (not to exceed one book of 20 stamps).
3. Toiletry Items:
  - a. Baby oil.
  - b. Baby lotion.
  - c. Hand lotion.
  - d. Petroleum jelly.
  - e. Sun tan lotion/Sun block (non-toxic).
4. Powders:
  - a. Shaving soap.
  - b. Shaving cream (non-aerosol).

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- c. Bath powder.
  - d. Baby powder.
  - e. Shaving powder.
5. Shampoo: Non-alcoholic type.
  6. Miscellaneous:
    - a. Shoe polish.
    - b. Shower shoes (Inmate Boot Camps only).
    - c. Soapdish.
    - d. Toothbrush holder.
- N. Use of Telephones: Inmates/probationers in Boot Camps shall not be granted telephone calls except in the following circumstances:
1. Emergencies (death in family, illness, release plan problems, etc.).
  2. Calls to verifiable Attorney of Record.
  3. To arrange discharge transportation.
- O. Sick Call: SOP VH30-0003, "Sick Call" and established daily procedures of the host facility shall be applicable.
- P. Disciplinary Procedures: (this shall apply to both Inmates and Probationers) Disciplinary reports will be processed in accordance with GDC SOP IIB02-0001, "Inmate Discipline" and for probationers IIE03-0001.
- Q. Chaplain and Religious Programs: Inmates/probationers will be afforded an opportunity to attend church services and to have access to the Chaplain for religious programs and counseling according to the schedule of the host facility.

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- R. Access to Television: Inmates/probationers participating in the inmate boot camp program will not be afforded television time. Access to news and world affairs will be accommodated through newspapers and magazines provided by the facility. Selected news and/or PBS programming may be video taped and shown to the inmates/probationers as part of the counseling/education program.
- S. Safety and Sanitation: Supervision by staff personnel must be continuous in order to maintain high standards of safety and cleanliness. Inmates/probationers must be informed of their responsibilities to maintain the facility in a neat and clean manner at all times. Insuring that safety precautions are observed and maintaining the health and safety of inmates/probationers is a major responsibility of all staff.
- T. Schedule of Daily Activities: The following daily schedule is offered only for the purpose of illustrating a typical day of an inmate/probationer participating in the boot camp program. Variations will exist due to operational and programmatic requirements.
1. Typical Weekday Schedule of Daily Activities:
- Hours and Activity
- a. 0500 Count
  - b. 0530 Wake-up
  - c. 0530-600 Building and Quarters clean-up, Standby Inspection, Outside of Quarters Cleanup, Sick Call, Count
  - d. 0600-0700 Physical training
  - e. 0700-0800 Breakfast, Quarters Inspection, Laundry turn-in, Mail pick up
  - f. 0800 Work call
  - g. 1130 Return to Quarters, Prepare for lunch

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- h. 1200 Count
- i. 1215-1300 Lunch
- j. 1300-1640 Work call/Program call
- k. (1400-1500) Commissary call (Friday only)
- l. 1640-1700 Return to Quarters, Police grounds, Mail call, Building and Quarters Clean-up
- m. 1700 Count
- n. 1715-1800 Dinner. Police grounds
- o. 1820-2130 Program call, Religious services, Counseling, Life Skills Group, Programs
- p. 2130-2200 Return to Quarters
- q. 2200 Lights Out
- r. 2400 Count

2. Typical Weekend Schedule of Daily Activities

Hours and Activity

- a. 0530 Count
- b. 0530-0600 Wake Up
- c. 0600-0700 Physical Training
- d. 0700-0730 Building and Quarters Clean-up, Outside or quarters Clean-up, Standby Inspection, Count, Prepare for Breakfast
- e. 0730-0830 Breakfast
- f. 0830 Count
- g. 0830-1000 Program call
- h. 1000-1130 Program call

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- i. 1200 Count
  - j. 1200-1245 Lunch
  - k. 1245-1530 Physical Training
  - l. 1530-1630 Quarters Time
  - m. 1630-1715 Dinner
  - n. 1715 Count
  - o. 1730-2200 Quarters time
  - p. 2200 Lights Out
  - q. 2400 Count
- U. Access to Courts: Inmates/probationers assigned to a prison boot camp program shall be provided the same access to courts and reference library services as general population inmates/probationers in accordance with SOP IIA14-0001 "Access to Courts".