

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> Facilities Division	<b>Reference Number:</b> IIB12-0006 (210.06)	<b>Revises            Previous            Effective Date:</b>
<b>Subject:</b> Inmate Boot Camp- Administration		8/15/01
<b>Authority:</b> Bryson/Ward	<b>Effective Date:</b> 07/16/15	Page 1 of 3

**I. POLICY:**

Inmate files and records in facilities and in Central Office will be maintained in the usual and established manner for boot camp inmates.

**II. APPLICABILITY:**

Inmate Boot Camps.

**III. RELATED DIRECTIVES:**

- A. GDC-BR&R: 125-2-1-.01 (d)
- A. GDC-SOP's: IIC01-0001, IIC01-0003, IIC04-0001.
- B. ACA Standards: 3-4223, 3-4226, 3-4232, 3-4235, and 3-4236

**IV. DEFINITIONS:**

NONE

**V. ATTACHMENTS:**

NONE

**VI. PROCEDURE:**

- A. Facility Inmate Records and Files: Content and organization of facility boot camp inmate administrative files will be in accordance with SOP IIC01-0001, "Organization of Inmate Facility Administrative Files."

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1. All information pertinent to the boot camp inmate shall be filed in proper order before inmates are transferred from the diagnostic facility.
  2. All inmate facility administrative files shall be organized and maintained in legal size (8 2" x 14") file folders.
  3. Other files or records (i.e. medical, general office, or special programs, etc.) are not included in the above requirements.
- B. Central Office inmate records will be maintained in accordance with currently prescribed procedures for all inmate records.
- C. Retention Schedules for short term records will be followed in accordance with SOP IIC01-0003, "Retention Schedule for Facility Inmate Administrative/Medical Files."
- D. Release From a Boot Camp: Boot camp inmates will be released from departmental custody only due to a clemency order issued by the State Board of Pardons and Paroles, an official court production order, or service of sentence modified to maximum release date.
1. Clemency: Upon receipt of any clemency action by the State Board of Pardons and Paroles, the Inmate Administration, Releases and Agreements Section will process the release.
    - a. The inmate record will be reviewed for any outstanding documents which may change the intent of the Board.
    - b. A release order will be produced via O.T.I.S. and mailed to the facility with the inmate release funds check.

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2. Court Production orders for boot camp participants will be in accordance with SOP IIC04-0001, "Court Productions," with the following exceptions:
  - a. All court production orders for boot camp inmates will be processed immediately and the Parole Board notified of the action pending.
  - b. The facility will enter the date into O.T.I.S. immediately upon receipt of the inmate back from court. The facility will notify the court production clerk of the arrival.
  
3. Boot camp inmates who serve their complete sentence and reach their maximum release date will be discharged from the Department as are other inmates.