

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b>		
Standard Operating Procedures		
<b>Functional Area:</b> Facilities Division	<b>Reference Number:</b> (IIE02-0002) 213.03	<b>Revises Previous Effective Date:</b> 12/31/00
<b>Subject:</b> Detainee Admission		
<b>Authority:</b> Bryson/Ward	<b>Effective Date:</b> 09/02/15	Page 1 of  4

**I. POLICY:**

Each Center shall conduct a standardized admission process on all newly arriving detainees.

**II. APPLICABILITY:**

Probation Detention Centers and Probation Boot Camps.

**III. RELATED DIRECTIVES:**

ACA Standards: 1-ACBC-4A-01 and 1-ACBC-4A-03.

**IV. DEFINITIONS:**

NONE.

**V. ATTACHMENTS:**

Attachment 1 -Detainee Intake Data

**VI. PROCEDURE:**

A. Each Center shall establish hours during which they will be prepared to accept new detainees. These hours will be during the Detention Center's normal business hours and will provide ample time to complete initial admission and orientation intake.

B. Working arrangements as to the delivery of new detainees will be arranged by the Superintendent, referring probation office and its local Sheriff's department.

C. The Superintendent shall designate specific correctional officers and staff to perform admission duty. These officers and staff shall be trained in all components of their responsibilities including, but not limited to,

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property control and management, accountability record keeping, photographing and intake health screening.

- D. Only authorized and legally sentenced detainees will be accepted. Committal documents will be reviewed before or immediately upon arrival of the detainee. Each detainee must have a copy of their sentence to the Detention Center and the appropriate Special Conditions form in the case file.
- E. Designated staff will be notified of the arrival of a detainee to enable them to schedule the detainee for orientation within three (3) working days.
- F. Accountability records as required will be immediately initiated on each detainee. This is critical in that it officially establishes the presence of each detainee in the Center.
- G. Each detainee will be stripped searched upon arrival. In addition, all detainee property will be searched and reviewed. Only those items designated as authorized will be allowed. Cash will be collected, counted, receipted and delivered to the business office for placement on the detainee's account. All personal property will be inventoried on the appropriate property inventory form. Any unauthorized or contraband property will be documented, confiscated and treated as outlined in guidelines established in property control procedures.
- H. Each detainee shall receive instructions as to what will be expected of him/her and what will happen to him/her during the remainder of intake and orientation. Orientation as to the required military procedures will begin as part of the intake process. Introduction and orientation to military regimen is a critical part of the intake/orientation process. An attitude of firmness and military comportment will be utilized by correctional officers particularly during the intake/orientation period. Officers shall demand strict adherence to instruction and orders and shall insure that all incoming detainees are well versed as to requirements of the military regimen in the Center. Extensive or strenuous physical activity will not be required until intake health screening has been completed. (Examples: running,

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standing at attention for lengthy periods, extensive marching and drills.

- I. Each male detainee shall be required to receive a standard GI haircut, shave, shower and de-lousing during the admissions process and before being p-laced in the living area.
- J. Detainees will be issued standard state property. A written record of items issued will be completed and maintained.
- K. Photographs will be made of each detainee upon arrival. The photo will identify name and number of the detainee. The photos will be used as follows:
  - 1. A photo for the accountability record in the admission/security office.
  - 2. A copy will be placed in the case file.
  - 3. A laminated ID card with photo will be issued to the detainee.
  - 4. A copy will also be maintained on crew kit cards, which will be distributed at the beginning of each work day to the supervising detain officers and collected from them at the end of the work day.
- L. A counselor or other trained staff person will have an interview with each detainee within 24 hours of arrival. This is for the purpose of identifying any immediate or severe problems that need immediate intervention. Also, initial information utilizing the Detainee Intake Data form will be gathered and placed in the case file within 24 hours of arrival.
- M. Each detainee will be given a written copy of the Detention Center rules and regulations. He/She will be required to sign for them and advised that they will be reviewed during orientation.
- N. A health screening and medical assessment will be completed as instructed in medical procedures. The health screening will be performed by medical staff on the day of arrival. In the absence of medical staff, a trained

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staff member will complete the health screening on the day of arrival. A medical staff member will complete a health assessment within seven (7) days. Any problems discovered that would adversely affect a detainee's ability to participate should be brought to the immediate attention of the Superintendent.

- O. Detainees will be sent to the housing area only after initial interview and health screening.
- P. An individual case file will be established on each arriving detainee immediately.
- Q. Each detainee will be given the opportunity to make a telephone call within 24 hours of arrival (not applicable to boot camps).
- R. Designated staff will make required OTIS data base entries on all new arrivals and shall access GCIC/NCIC criminal history information for inclusion in the case file unless already available.
- S. Written local procedures will be developed as necessary to implement guidance found herein.

VII. **RETENTION SCHEDULE:**

IIE02-0002 - Attachment 1 of this SOP, when completed will be placed in the Detainee case file. Upon completion of sentence, the file will be transferred to the State Record Center where it is kept for four years, then destroyed.