

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Facilities	Reference Number: (IIE02-0005) 213.06	Revises Previous Effective Date: 12/31/00
Subject: Court Productions		
Authority: Bryson/Ward	Effective Date: 09/02/15	Page 1 of 2

I. POLICY:

The Superintendent of a Probation Detention Center or Probation Boot Camp shall be granted authority, as the Commissioner's designee, to permit the release of a detainee in his or her custody. When required to appear in court, a detainee may be placed in the temporary custody of an appropriate United States Marshall, Deputy United States Marshall, Sheriff or Deputy Sheriff.

II. APPLICABILITY:

Probation Detention Centers and Probation Boot Camps.

III. RELATED DIRECTIVES:

GDC Rule: 135-2-4-.08.

IV. DEFINITIONS:

NONE.

V. ATTACHMENTS:

Attachment 1: Order for Production of Detainee in Court

VI. PROCEDURE:

A detainee will not be produced in court nor released into the custody of a Sheriff, Deputy Sheriff, U.S. Marshall or other agent without first receiving a certified copy of a court production order.

A. A certified copy of an order to produce the detainee in court should be provided at least 24 hours in advance of the requested pick up time.

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1. Each order should indicate jurisdiction, docket number and date of appearance.
 2. The order should be issued by a judge, with appropriate jurisdiction (i.e.: Superior, U.S. District Court) and certified by the Clerk's office.
 3. If possible the order should also include the requested individual's race and date of birth.
 4. The order must also indicate into whose custody the detainee shall be released (i.e.: Sheriff, U.S. Marshall).
- B. If time does not allow for mailing the actual certified copy, a fax may be sent if the seal can be seen on the faxed copy received by the facility.
- C. The agent picking up the detainee should have a copy of the court production order and the appropriate identification in order to assume custody of the detainee.

VII. RETENTION SCHEDULE:

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.