

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Facilities	Reference Number: (IIE04-0001) 213.10	Revises Previous Effective Date: 12/31/00
Subject: Detainee Transfers to Other Centers		
Authority: Bryson/Ward	Effective Date: 09/02/15	Page 1 of <div style="text-align: center;">3</div>

I. POLICY:

Detainees may be transferred from one Center to another unless specifically prohibited by order of the sentencing court.

II. APPLICABILITY:

Probation Detention Centers and Probation Boot Camps.

III. RELATED DIRECTIVES:

- A. O.C.G.A.: 42-8-53.4.
- B. GDC Board Rule: 125-2-4-.18.
- C. GDC SOPs: IIIB06-0002, IIE02-0001.

IV. DEFINITIONS:

NONE.

V. ATTACHMENTS:

Attachment 1: Detainee Transfer Form

PROCEDURE:

- A. Detainees may be transferred from one Detention Center to another by agreement of the sending and receiving Superintendents or as directed by the Division office or regional Offices. These transfers may occur in order to provide needed health care, or for other causes which are essential to the care and supervision of the detainee, or

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as necessary for the effective administration and management of its facilities.

- B. Detainees may be transferred as long as it is not prohibited by court order from the sentencing court as specified in the special conditions clause. If prohibited, the Superintendent may seek an amended order.
- C. When a detainee is transferred from one Center to another, it will be necessary to send the following: case file, medical file, visitation list, all medications prescribed for the detainee's use, personal belongings and personal funds held on a detainee's account.
- D. Prior to the actual transfer occurring, both Superintendents or senior officials in charge will agree on the transfer. Once agreed upon, the case history/field sheet (IIE02-0001, attachment #2), along with the Transfer Profile forms (attachment #1) and the court order sentencing the detainee to an alternative program will be FAXED to the receiving facility. Additionally, the Transfer Profile Form should be forwarded to the involved Regional Offices within 72 hours of the transfer taking place (See SOP IIIB06-0002 for complete list of documents required for each referral).
- E. If agreement between Superintendents affecting a needed transfer cannot be reached, the matter will be forwarded to the involved Regional Directors or designees for resolution. Additionally, the Superintendent will follow any regional policies regarding transfers.
- F. Every attempt to make this a cooperative effort should be maintained and all information regarding the transfer request should be made known to all parties involved.
- G. Detention Centers may transfer detainees to Probation Boot Camps and vice versa only to utilize available administrative segregation/isolation cells.
- H. Division Office and/or Regional Offices may, at times, direct that detainees be transferred for cause. The Detainee Transfer Form will be completed in these cases.

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VI. **RETENTION SCHEDULE:**

Attachments 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.