

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Facilities Operations	Reference Number: IIC01-0004 (219.05)	Revises Previous Effective Date:
Subject: File Tracking		3/01/2005
Authority: Bryson/Ward	Effective Date: 07/10/15	Page 1 of <div style="text-align: center;">3</div>

I. POLICY:

Staff will use Offender Tracking Information System (OTIS) to identify location of files, change location of files, check out files, re-check files, and indicate reasons staff may have files.

II. APPLICABILITY:

Department of Corrections, Central Office only.

III. RELATED DIRECTIVES:

GDC Rules: 125-1-1-.09.

IV. DEFINITIONS:

None

V. ATTACHMENTS:

Attachment #1: [List of File Movement Reasons](#)

VI. PROCEDURE:

APPLICABLE ONLY TO ADMINISTRATIVE INMATE FILES THAT ARE NOT IMAGED OR MICROFILMED:

A. All Corrections Division Central Office staff use their assigned OTIS USER ID to request files using the OTIS Inmate File Request Screen.

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1. File request labels print in the Inmate Information Services Office sorted by requester's OTIS ID. The computerized label printing system automatically sorts requests under each ID by terminal digit number and will provide date and time of requests, number of files requested in batch, inmate name, inmate number, complete name of requester, request reason code and current file location.
 2. Inmate Information Services staff will retrieve, file track (in OTIS), and deliver files to requesters.
- B. When a file is transferred from one staff member/location to another, without the assistance of Inmate Information Services staff, it is the responsibility of the person giving up the file to file track it to the recipient.
- C. All staff members who work for the Corrections Division will be assigned a User-ID. Non-divisional staff members who do not have a USER-ID, who wish to check out files, will be assigned a USER-ID in order to check out files. All non-divisional staff will be required to check out files through the Inmate Information Services' staff.
1. If a file is removed from the workstation of a staff member in their absence, it will be the responsibility of the person removing the file to file track appropriately.
- D. When files are returned to the Inmate Information Services office they will be file tracked to the appropriate inter-office location by Inmate Information Services File Management staff.
- E. Non-divisional staff must request inmate files through the Inmate Information Services Staff.
- F. The Inmate Information Service Tracking Information System has the capability of tracking a file location automatically. When a user adds, modifies, or deletes a record on an inmate, the File Tracking system automatically assumes the inmate's file is in that user's

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possession. If that user does not have that inmate's file, he/she must indicate this fact by replacing "y" with "n" in the space provided on each entry screen.

- G. A semi-annual report will be generated for inventory purposes. This report will list all active inmates by name and inmate number, and will be used to audit files; to locate misfiles and lost files. The Manager of Inmate Information Services will coordinate with Management Information Systems on how these reports will list information. Reports can list information alphabetically or by terminal digit order. Special reports will generated upon request to allow section managers the capability of tracking files, and determining the length of time that files remain in their sections