

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Document Flow		
<b>Policy Number:</b> 203.02	<b>Effective Date:</b> 3/16/2018	<b>Page Number:</b> 1 of 6
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Facilities Division	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

Each facility/center under the Georgia Department of Corrections (GDC or Department) is required to send reports to various Divisions within the GDC in an efficient manner.

**II. Authority:**

- A. GDC Rules: 125-1-2-.01 (b), 125-2-1-.01 (d), 125-3-1-.07 and 125-3-2-.07;
- B. GDC Standard Operating Procedures (SOPS): 203.03, Incident Report; 203.04, Notification/Clearance of Escapes; 209.01, Offender Discipline; and 209.04, Use of Force and Restraint of Offenders; and
- C. ACA Standards: CO-1A-21 and 4-4018.

**III. Definitions: None.**

**IV. Statement of Policy and Applicable Procedures:**

Each facility/center shall complete the following reports and forward them electronically to the designated location(s) as required.

- A. COMPSTAT Report: Facilities/centers shall compile the COMPSTAT Report monthly and forward it electronically to the appropriate Regional Director. This report shall include major developments in each Division or Administrative Unit, Major Incidents, population data, assessment of staff and offender morale, and major problems. (Major or systemic problems shall require plans of action to the Regional Director.)
- B. Incident Reports (including Use of Force and Weapons Reports. See SOP 209.04, Use of Force and Restraints of Offenders):
  - 1. Facilities/centers will place a copy of the Incident Report, with accompanying attachments and statements, in the offender facility/center institutional file.

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Document Flow		
<b>Policy Number:</b> 203.02	<b>Effective Date:</b> 3/16/2018	<b>Page Number:</b> 2 of 6
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Facilities Division	<b>Access Listing:</b> Level I: All Access

2. The original will be sent to the Internal Investigations Section and a copy will be sent simultaneously to the Regional Director or Contract Facility Manager and a copy will be maintained by the Warden/Superintendent or designee.
  3. The Regional Director or Contract Facility Manager will review and forward, if necessary, to the Director, Field Operations.
  4. The Director, Field Operations will review and forward the report to the Commissioner's Office, if necessary.
  5. The Regional Director or Contract Facility Manager will forward a copy to Central Office offender file (not applicable to Probation Centers).
  6. Originals will be kept on file in Office of Professional Standards Investigations Unit.
- C. Escapes: In the event of an escape, SOP 203.04, Notification/Clearance of Escapes, Attachment 1, Report of Escape, and Attachment 2, Report of Recapture, shall be completed. An After Action Report shall also be completed after the escape. This report will be a detailed analysis of the facts and circumstances leading up to the escape and particularly the causes. Instructions for completing this report are outlined in SOP 203.04, Notification/Clearance of Escapes:
1. The facility/center shall send the Report of Escape to Offender Administration;
  2. The facility/center shall send the Report of Recapture to Offender Administration;
  3. The facility/center shall send the After Action Report to the respective Regional Director or Contract Facility Manager.
    - a. The Regional Director or Contract Facility Manager will forward the report to the Director, Field Operations; and

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Document Flow		
<b>Policy Number:</b> 203.02	<b>Effective Date:</b> 3/16/2018	<b>Page Number:</b> 3 of 6
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Facilities Division	<b>Access Listing:</b> Level I: All Access

- b. The Regional Director or Contract Facility Manager will maintain a file copy.

**NOTE:** Transitional Centers and Probation Centers present different circumstances in dealing with escapes and shall follow policies that are applicable to Centers.

D. Store/Vending Account Fund Expenditure Requests:

- 1. Requests shall be sent to respective Regional Director for approval.
- 2. The facility/center shall maintain a copy of approval for audit purposes.

E. Staff Minutes:

- 1. The facility shall send the original copy to the Regional Director.
- 2. The facility/center shall send a copy to the Director, Field Operations.

F. Teletypes or E-Mail (offender travel, medical bed-space, double celling, etc.):

- 1. Offender Travel: Request shall be sent to the Regional Director for approval.
- 2. Medical Bed Space for Non-Medical Reasons: Request shall be sent to the Regional Director or Contract Facility Manager for approval.
- 3. Double Celling Isolation Bed Space: Request shall be sent to the Regional Director or Contract Facility Manager.

G. Property and Fiscal Audit Reports:

- 1. The facility/center shall send the original response to the Audit Section.
- 2. The facility/center shall send a copy to the Director, Facilities Administration/Support.

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Document Flow		
<b>Policy Number:</b> 203.02	<b>Effective Date:</b> 3/16/2018	<b>Page Number:</b> 4 of 6
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Facilities Division	<b>Access Listing:</b> Level I: All Access

3. The facility/center shall send a copy to the Regional Director or Contract Facility Manager.

H. Facility Inspection Reports:

1. The facility/center shall send the original response to the Regional Director or Contract Facility Manager.
2. The Regional Director or Contract Facility Manager will review the original response, endorse if satisfactory and forward to the Director, Field Operations.

I. Other Types of Facility/Center Reports:

1. GDC Fire Marshall Inspection reports: The facility/center shall send a copy to the GDC Fire Marshall and the respective Regional Director or Contract Facility Manager.
2. Critical Position Requests:
  - a. The facility/center shall send all original requests, regardless of type of position or functional specialty to the respective Regional Director or Contract Facility Manager for review and concurrence.
  - b. The Regional Director or Contract Facility Manager will endorse and forward to the Director, Field Operations.
  - c. Upon review and endorsement, the request will be forwarded to the functional specialty area for final consideration.
  - d. The Facilities Division will notify the originating facility of the final disposition of all requests.
  - e. Facility inquiries as to interim status of requests will be directed to the Facilities Division.

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Document Flow		
<b>Policy Number:</b> 203.02	<b>Effective Date:</b> 3/16/2018	<b>Page Number:</b> 5 of 6
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Facilities Division	<b>Access Listing:</b> Level I: All Access

3. Employee Overtime Requests:

- a. Except in emergency situations, all requests shall be made in advance.
- b. Facilities shall send all requests, regardless of the type of position, to the Regional Director for review and concurrence.
- c. The Regional Director will endorse and forward to the Director, Field Operations.
- d. Upon review and endorsement, the request will be forwarded to the Budget Office for final action.
- e. Facility/Center inquiries as to interim status of all requests will be directed to the Facilities Division.
- f. The Facilities Division will notify and provide originating facilities with approval documentation.
- g. All overtime performed must be recorded in the Time and Labor system. Before overtime can be performed, the facility must get approval for the overtime and shall still enclose a copy of the approval document when submitting Overtime Claims Sheet for payment to the Facilities Division.

4. Promotion or Appointment of all positions pay grade LJ and above:

- a. All promotion boards for positions on pay grade LJ and above will be held at the location designated by the respective Regional Director, with the Regional Director establishing the promotion board.
- b. The personnel package for the individual hired shall be completed by the initiating facility/center.
- c. The complete personnel action request shall be forwarded to the respective personnel technician in the GDC Personnel Office.

GEORGIA DEPARTMENT OF CORRECTIONS  
**Standard Operating Procedures**

**Policy Name:** Document Flow

**Policy Number:** 203.02

**Effective Date:** 3/16/2018

**Page Number:** 6 of 6

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Division

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- i. Personnel packages should not be forwarded to the Facilities Division.
- ii. The technician serving a particular facility/center will seek approval from the Facilities Division for positions pay grade LJ and above.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.