

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: <u>Facilities Operations</u>	Reference Number: IIB01-0010	Revises Previous Effective Date: <u>8/15/01</u>
Subject: Weapons and Contraband Log		
Authority: <u>Donald/Adams</u>	Effective Date: 3/01/2005	Page 1 of 3

I. POLICY:

The control of contraband is a critical component of the security procedures of a correctional facility or Center. Georgia law requires the control of illegal and unauthorized items in correctional facilities or centers. When weapons and contraband are found during searches, they shall be logged. The log shall include the date, brief description of the item, location where found, employee who found the item, the inmate's/probationer's name and number if specifically in an individual's possession, whether disciplinary action was filed, and whether a warrant was sworn in local court. The Weapons and Contraband Log (Attachment 1) shall be completed and submitted at the end of each calendar month.

II. APPLICABILITY:

All GDC facilities housing inmates or probationers.

III. RELATED DIRECTIVES:

- A. O.C.G.A.: 42-5-15, 42-5-16 and 42-6-18.
- B. GDC rules: 125-3-1-.05(b) and 125-3-1-.06.
- C. GDC SOP: IIB06-0002.
- D. ACA Standards: 3-4184 and 3-4219.

** Legal - Reece.

IV. DEFINITIONS:

- A. Contraband: Property items which are not explicitly authorized for possession, which are acquired through unauthorized means, which exceed personal property limitations on value or amount, items that have been altered from their original state, which cannot be

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maintained in a neat and safe manner, or which present a fire, sanitation, security, or housekeeping problem.

- B. Nuisance Contraband: Any item or article which may be or may have previously been previously authorized for possession but which now is prohibited because of excessive quantities or otherwise presents a fire, sanitation, security or housekeeping problem.
- C. Weapon: Any item which could be used to cause injury to an individual.

V. ATTACHMENTS:

Attachment 1 - Weapons and Contraband Log

Attachment 2 - Monthly Summary of Weapons and Contraband

VI. PROCEDURE:

- A. The following information shall be recorded on the Weapons and Contraband Log (note-nuisance contraband shall not be recorded on this log):
 - 1. Date that the weapon or contraband was found.
 - 2. A brief description of the item found.
 - 3. The location where the item was found.
 - 4. The employee who found the item.
 - 5. The inmate's/probationer's name and number if found in an inmate's/probationer's possession.
 - 6. The disciplinary actions taken against the prisoner/probationer.
 - 7. Whether or not a warrant was sworn in local court.
- B. Disposition of any contraband recorded on the Weapons and Contraband Log (Attachment 1) shall be in accordance with SOP IIB06-0002.
- C. The Warden or Superintendent shall review all Weapons and Contraband Logs.

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- D. All facilities and centers shall complete and submit the Weapons and Contraband Log to the respective Field Operations Manager at the end of each month. Reports with negative findings are to be submitted to insure that all facilities are accounted for. Reports are to be received no later than the 10th of the month.

- E. Each Field Operations Manager will consolidate the reports of their respective facilities utilizing the Monthly Summary of Weapons and Contraband (Attachment 2). The summary report along with individual facility reports will be forwarded in a single package to the Facilities Division Director's office by the 20th of the month.

VII. RETENTION SCHEDULE:

- A. Attachment 1: Weapons and Contraband Log: This completed form will be kept locally for one year and then destroyed.

- B. Attachment 2: Monthly Summary of weapons and Contraband: This report, upon completion, will be kept on file for one year and then destroyed.