

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Facilities Operations	Reference Number: IIB14-0001 (211.03)	Revises Previous Effective Date:
Subject: Housing of Detainees in a State Prison		3/01/2005
Authority: Bryson/Ward	Effective Date: 07/14/15	Page 1 of 7

I. POLICY:

A State Prison(s) may be responsible for the supervision and housing of certain detainees sentenced to probation facilities to provide the detainees with physical health care, mental health care and supervision most appropriate to their needs. Assignment to **designated** prisons shall in no way modify the legal status of the detainee and will only occur when the level of service required by the detainee cannot be met in the assigned probation facility.

II. APPLICABILITY:

Designated State Prisons and Probation facilities

III. RELATED DIRECTIVES:

GDC-SOP: IIID05-0007.

IV. DEFINITIONS:

None

V. ATTACHMENTS:

None

VI. PROCEDURE:

A. As physical and mental health recommendations dictate, certain detainees may need to be referred to a state prison for medical/ mental health evaluations, and or services. Evaluations will follow procedures as outlined

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 2 of 7
	Effective Date: 07/14/15	Reference Number: IIB14-0001 (211.03)

in medical and mental health policies. Moves needed as a result of such evaluation will be referred to Central Office for the location of the bed space needed to locate the appropriate bedspace. The Detention Center Administrator will utilize as deemed necessary the state prison which can appropriately provide the care needed for the detainee.

B. Physical Health Care. When it is determined that a detainee presents health care needs beyond the probation facility's capability to manage, the following options are available:

1. Facility medical staff will contact Utilization Management and advise of the detainee's medical condition(s). Utilization Management staff will advise the Detention Center Administrator of the necessary level of care required to meet the detainee's needs, and advise of infirmary or hospital bed location if deemed necessary.
2. The Facility Probation Officer may advise the referring probation office that the detainee's medical condition does not allow for completion of sentence at the Probation Detention Center.

C. Mental Health Care. State prisons will also provide mental health care for detainees. (State Prisons serving as evaluation sites shall be indicated by the current Health Services Directive.

1. The probation facility will transport the detainee to the designated prison for assessment. Should it be determined that mental health care and housing is needed, the mental health staff member will contact the Detention Center Administrator for authorization to assign to the appropriate Mental Health facility. When approved, all affected facilities, including the receiving facility and sending probation facility, will be notified. Transportation will be indicated on the fax authorizing the assignment change.

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 3 of 7
	Effective Date: 07/14/15	Reference Number: IIB14-0001 (211.03)

2. The detainee may be temporarily housed at the assessing state prison until movement to the assigned location for treatment can be accomplished.

D. Administrative Reason. Detainees may be assigned to state prison due to security and / or supervision problems beyond the ability of the probation facility to manage effectively. Assignment to state prison is not in lieu of a revocation action necessitated by detainee behavior. Disciplinary violations shall be dealt with through the probation facility's disciplinary process and/or through request for a probation revocation. In determining who should be referred, the probation facility staff shall consider the following:

1. A sentence of three or more years to serve at the P.D.C. or a sentence of two or three years to serve and there are outstanding charges and or escape risks.
2. History of violent or sexually assaultive behavior and the detainee currently presents a clear and present threat to self and others and cannot be managed in a low security probation facility.
3. Known history of escape from prisons if, in addition, the detainee has demonstrated that he/she presents a danger to the public, staff, or other detainees, as discussed in VI.D.2. above.
4. Detainer or pending charges for a violent or sexual assault offense that would necessitate a higher degree of security and control than the probation facility can provide.
5. Observed behavior and attitude should be considered in combination with the above factors and a determination made as to the probation facility's ability to manage the detainee.
6. On occasion, after a probation facility-initiated revocation hearing, some detainees may be returned

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 4 of 7
	Effective Date: 07/14/15	Reference Number: IIB14-0001 (211.03)

to the probation facility rather than being revoked to prison. Frequently, they will have received an additional probation facility sentence as a result of the revocation hearing.

7. The probation facility may wish to consider reassignment to another probation facility.
- E. Approval. The referral for movement must be approved by the probation facility Superintendent or, in his/her absence, the senior official in charge. Upon determining that a transfer is needed, the Central Office will be contacted for approval. When approved, the Central Office shall notify the receiving institution and sending probation facility.
- F. Procedures for Movement and Other Instructions:
1. Central Office must be contacted by telephone, fax or email and will coordinate all movement of detainees into and out of state prisons.
 2. The Superintendent of the probation facility and the Warden of the state prison will be advised by staff involved (medical or mental health staff) of the need to transfer the detainee.
 3. The probation facility may be responsible for the providing/coordinating transportation to and from the state prison. Central Office will advise if state bus transport is available.
 4. The probation facility shall ensure that all relevant information and files are delivered to the receiving institution with the detainee. The information should include:
 - a. The medical file. Include x-rays if available.
 - b. The detainee case file or copy (include photograph).
 - c. Indication of detainee's maximum release date.

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 5 of 7
	Effective Date: 07/14/15	Reference Number: IIB14-0001 (211.03)

d. The probation facility shall insure that the proper "Special Conditions" form is in the case file.

e. The detainee identification card.

5. Funds in the detainee's account should be forwarded within two working days unless the detainee is expected to return in five days or less.
6. A detainee's personal property will normally be forwarded to the receiving facility unless the detainee is expected to return to the probation facility within 5(five) days.

Note: All detainees transferred to a state prison will be housed in general population, unless there are circumstances that will not permit. While housed in a state prison, detainees will be afforded all privileges that are afforded the general population inmates. These shall include, but not be limited to: commissary, visitation, phone, and any program services needed, based upon individual assessments. Detainees will also be assigned to work assignments while housed in a state prison based upon classification recommendations.

7. The detainee's family/next-of-kin will be notified of his/her whereabouts within two working days.
8. The probation facility will enter the supervisor change into OTIS and the detainee will be placed on the non-custody count of the sending probation facility. The probation facility shall maintain documentation that reflects transfer location, date of departure, reason for transfer, and maximum release date of the detainee. The detainee will be carried as a sleeper on the institutions count and included in the Sundown Count of bodies on hand reported to Central Office each day.
9. The detainee should be returned to the sending probation facility for discharge. If it is necessary for the host state prison to discharge the detainee, the sending probation facility will provide any necessary assistance. This includes:

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 6 of 7
	Effective Date: 07/14/15	Reference Number: IIB14-0001 (211.03)

- a. Ensuring that the prison is aware of the release date.
 - b. Forwarding personal property and discharge clothing in a timely manner. All detainees must be discharged in civilian clothing.
 - c. Providing probation reporting instructions so that the detainee can be informed as to requirements.
 - d. Any other needed assistance to facilitate discharge.
10. The detainee is responsible for providing his/her own discharge transportation and clothing. If the detainee does not have resources, funds from the sending probation center's regular operating expenses will be utilized to purchase a bus ticket or to buy clothing.
- a. Every effort will be made to assist the detainee in making his/her own arrangements for meeting these needs.
 - b. When it becomes evident that a detainee has no means of assistance with transportation and/or clothing, the business office shall review the personal account of the detainee. The detainee shall be declared eligible for assistance if he/she has insufficient funds to purchase a bus ticket home and/or insufficient funds to purchase essential clothing. The detainee may keep his/her state-issued shoes and one set of underwear and socks. The facility may protect up to \$10.00 of the detainee's personal funds to ensure that the detainee has some money at discharge, but the facility shall not provide any discharge money.
 - c. The limits of expenditure are the cost of a bus ticket to the detainee's home and cost of one pair of pants, a shirt, and if demanded by

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 7 of 7
	Effective Date: 07/14/15	Reference Number: IIB14-0001 (211.03)

weather, one lightweight jacket or sweater. A \$70.00 limit is imposed on clothing purchases per detainee.

- d. This procedure applies only to eligible detainees released from probation facilities and state prisons that may be discharging a detainee.
11. The host state prison will advise the sending probation facility of any transfer or change in status of a detainee. Any questions or concerns regarding a detainee should be addressed to the sending probation facility.
 12. The host state prison shall obtain a release date on each detainee and shall ensure that the detainee is not held beyond that date. All discharges will be coordinated with the sending probation facility. Normally, detainees will be returned to the probation facility for discharge.
 13. The host state prison shall ensure that the medical and case files are returned to the sending probation facility either with the returning detainee or at the discharge of the detainee. When the detainee is returned to the probation facility, any personal property will be returned and any funds in the detainee's account will be forwarded.
 14. The probation detainee will be managed and supervised by the rules and regulations of the host state prison. Grievances or disciplinary appeals pursued beyond the institutional level will be processed as those for inmates.
 15. Copies of paperwork shall be placed in the detainee's file and forwarded to the probation facility with his/her other records. Central Office does not need these documents on detainees. Examples of such paperwork include Disciplinary Reports and Inmate Physical Profiles.

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 8 of 7
	Effective Date: 07/14/15	Reference Number: IIB14-0001 (211.03)

16. Detainees housed in state prisons will be provided access to needed services and programs available within the prison and as determined by prison staff.
17. Should a detainee need to be transferred to a community hospital (or other similar facility) while being housed at a state prison, the prison Warden or designee shall make a determination of security supervision needs based upon an assessment of the security of the individual. This may include a range of possibilities from allowing the detainee to be housed without correctional officer supervision to requiring 24-hour correctional officer supervision.
18. In the event that an emergency transfer needs to be accomplished after normal working hours, on weekends, or during holidays, the senior official at the probation facility shall contact the designated state prison and request that the prison accept the detainee. The state prison shall contact the Communications Center and notify them of the transfer. The transfer will be described on the Emergency Report. If an emergency transfer cannot be agreed upon between the facilities involved, the Communications Center shall be requested to contact the appropriate Director for assistance in resolving the situation.