

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Facility Operations	Reference Number: IID04-0002	Revises Previous Effective Date: 7/15/02
Subject: RESIDENT RULES AND REGULATIONS		
Authority: Owens/Hodges	Effective Date: 8/01/09	Page 1 of 5

I. POLICY:

Each Superintendent shall develop in-house rules and regulations, which shall govern resident behavior and conduct and provide staff direction. These rules and regulations shall be compiled into a resident handbook. Residents will be offered continuous access to the handbook. Restrictions prescribed in Standard Operating Procedures may be expanded upon but not deleted.

II. APPLICABILITY:

All Transitional Centers

III. RELATED DIRECTIVES:

- A. GDC Rules: 125-3-2-.02
- B. GDC-SOP: VD01-0014.

IV. DEFINITIONS:

NONE

V. ATTACHMENTS:

NONE

VI. PROCEDURE:

- A. Resident Handbook of Rules and Regulations:
 - 1. A copy of each Center's rules and regulations shall be provided to each incoming resident during his or her orientation phase. This handbook will be reviewed as part of the orientation process. Each resident

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will have continuous access to a Resident Handbook or will be personally issued a Resident Handbook. If issued, the handbook will be returned at discharge or a \$5.00 fee will be charged.

2. If a resident is illiterate or has a language problem, which can lead to resident misunderstanding of facility rules and regulations, assistance shall be provided to the resident either by staff or another qualified individual under the supervision of a staff member.

3. The Center rules and regulations shall be consistent with Standard Operating Procedures and with GDC Rules and Regulations. No deletions shall be made from Standard Operating Procedures or GDC Rules and Regulations. The Center rules and regulations shall include, but are not limited to the following:
 - a. Required daily activities and time schedules
 - b. Sign in/sign out procedures
 - c. Pass procedures
 - d. Visitation procedures
 - e. Use of vehicles
 - f. Mail procedures
 - g. Legal Access (refer to SOP IID04-0013)
 - h. Definition of contraband and unauthorized items, and right of staff to search and inspect residents, rooms and property. Personal property that is authorized.
 - i. Resident responsibility for loss or damage of Center property.
 - j. Dress codes and hygiene
 - k. Residents' responsibilities

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- l. Resident personal finances policy and procedure to include paycheck procedure, room and board, dependent support, court-ordered money and weekly allowance.
- m. Use of telephones
- n. Housekeeping duties
- o. Program participation
- p. Employment policy.
- q. Resident identification
- r. Disciplinary procedures
- s. Behaviors prohibited
- t. Staff/resident relations
- u. Medical procedures
- v. Restrictions
- w. Grievance procedures
- x. Escape policy including the statement that escape is a felony under Georgia law.
- y. Drug and alcohol screening policy.
- z. Fire and safety procedures including requirement that residents must be familiar with evacuation procedures, be cooperative and participate in drills.
- aa. Community service requirements.
- bb. Laundry procedures
- cc. In-house details
- dd. How to contact staff members for appointment.
- ee. Release procedures

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ff. Other Center-specific rules and regulations.

4. Each Center Superintendent shall submit a copy of changes made to his/her Center rules and regulations to the TC Field Operations Manager for approval.

B. Other General Rules:

1. In no case shall a resident be allowed to supervise other residents or be delegated authority of any fashion.
2. Residents are required to treat all staff with courtesy and respect. Staff and official visitors will always be addressed by the title: Mr. or Ms. Uniformed officers will be addressed by official title. The terms, "yes sir," "no sir," "yes ma'am," and "no ma'am," shall be required of residents when responding to staff or official visitors.
3. Residents shall be required to follow staff directives as long as such directives are legal and moral.
4. Residents shall be required to treat fellow residents and other persons with courtesy and respect. Residents in Transitional Centers shall comply with all applicable federal and state laws as well as rules and regulations of the Department and the Center. Each resident shall conduct himself or herself in a manner that will enhance community approval and support, as well as contribute to the building of a positive relationship among residents.

C. Use of Telephones: Community facilities will provide residents access to designated telephones as a privilege. Each Center will inform residents of specific guidelines governing telephone use at the Center.

1. Telephone use (for non-legal access purposes) is a privilege that may be lost as a result of a disciplinary violation.
2. The Center may establish time limitations on phone calls to insure equitable access for all residents and the orderly operation of the Center.

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3. Resident phone calls will not be made at Center expense unless specifically approved by the Superintendent.
4. Residents will not directly receive incoming phone calls. Emergency phone calls for residents will be screened by staff and acted on appropriately. Incoming phone calls from the resident's attorneys will be arranged through the Superintendent's office.

VII. RETENTION SCHEDULE:

A copy of each handbook and/or revision will be maintained at the facility. The records may be stored as either a hard copy or in a computerized version. All LOPS are required to be maintained in accordance with SOP IIC01-0002 as no copy or version exists in the Division's master library or files.